



**AGENDA
CITY OF LAUREL
CITY COUNCIL MEETING
TUESDAY, FEBRUARY 25, 2020
6:30 PM
CITY COUNCIL CHAMBERS**

NEXT RES. NO.
R20-08

NEXT ORD. NO.
O20-02

WELCOME . . . By your presence in the City Council Chambers, you are participating in the process of representative government. To encourage that participation, the City Council has specified times for citizen comments on its agenda -- once following the Consent Agenda, at which time citizens may address the Council concerning any brief community announcement not to exceed one minute in duration for any speaker; and again following Items Removed from the Consent Agenda, at which time citizens may address the Council on any matter of City business that is not on tonight's agenda. Each speaker will be limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. Citizens may also comment on any item removed from the consent agenda prior to council action, with each speaker limited to three minutes, unless the time limit is extended by the Mayor with the consent of the Council. If a citizen would like to comment on an agenda item, we ask that you wait until the agenda item is presented to the Council by the Mayor and the public is asked to comment by the Mayor. Once again, each speaker is limited to three minutes.

Any person who has any question concerning any agenda item may call the City Clerk-Treasurer's office to make an inquiry concerning the nature of the item described on the agenda. Your City government welcomes your interest and hopes you will attend the Laurel City Council meetings often.

Pledge of Allegiance

Roll Call of the Council

Approval of Minutes

1. Approval of Minutes of February 11, 2020.

Correspondence

2. Laurel Chamber of Commerce Agenda for February 13, 2020; Laurel Chamber of Commerce Minutes of January 9, 2020.

Council Disclosure of Ex Parte Communications

Public Hearing

Consent Items

NOTICE TO THE PUBLIC

*The Consent Calendar adopting the printed Recommended Council Action will be enacted with one vote. **The Mayor will first ask the Council members if any Council member wishes to remove any item from the Consent Calendar for discussion and consideration.** The matters removed from the Consent Calendar will be considered individually at the end of this Agenda under "Items Removed from the Consent Calendar." (See Section 12.) The entire Consent Calendar, with the exception of items removed to be discussed under "Items Removed from the Consent Calendar," is then voted upon by roll call under one motion.*

3. Claims for the month of February 2020.
4. Clerk/Treasurer Financial Statements for the month of January 2020.
5. Approval of Payroll Register for PPE 2/9/2020 totaling \$199,117.60.

Ceremonial Calendar

Reports of Boards and Commissions

6. Budget/Finance Committee minutes of February 11, 2020.
Tree Board minutes of January 16, 2020.
Library Board minutes of December 10, 2019.
LURA minutes of January 27, 2020.
City/County Planning Board January 8, 2020.

Audience Participation (Three-Minute Limit)

Citizens may address the Council regarding any item of City business that is not on tonight's agenda. Comments regarding tonight's agenda items will be accepted under Scheduled Matters. The duration for an individual speaking under Audience Participation is limited to three minutes. While all comments are welcome, the Council will not take action on any item not on the agenda.

Scheduled Matters

- [7.](#) Mayor's re-appointment of Linda Frickel to the LURA Advisory Board for a four-year term ending December 31, 2023.
- [8.](#) Appointment of Nicole Leverenz to the Laurel Ambulance Service.
- [9.](#) Resolution No. R20-08: A Resolution Of The City Council Authorizing The Submission Of An Application To The Montana Historic Preservation Grant Program.

Items Removed From the Consent Agenda

Community Announcements (One-Minute Limit)

This portion of the meeting is to provide an opportunity for citizens to address the Council regarding community announcements. The duration for an individual speaking under Community Announcements is limited to one minute. While all comments are welcome, the Council will not take action on any item not on the agenda.

Council Discussion

Council members may give the City Council a brief report regarding committees or groups in which they are involved.

Mayor Updates

Unscheduled Matters

Adjournment

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

DATES TO REMEMBER

Item Attachment Documents:

1. Approval of Minutes of February 11, 2020.

MINUTES OF THE CITY COUNCIL OF LAUREL

FEBRUARY 11, 2020

A regular meeting of the City Council of the City of Laurel, Montana, was held in the Council Chambers and called to order by Mayor Tom Nelson at 6:33 p.m. on February 11, 2020.

COUNCIL MEMBERS PRESENT: Emelie Eaton Heidi Sparks
 Scot Stokes Richard Herr
 Richard Klose Irv Wilke
 Don Nelson

COUNCIL MEMBERS ABSENT: Bruce McGee

OTHER STAFF PRESENT: Bethany Langve, Clerk/Treasurer

Mayor Nelson led the Pledge of Allegiance to the American flag.

Mayor Nelson asked the council to observe a moment of silence.

MINUTES:

Motion by Council Member Stokes to approve the minutes of the regular meeting of January 28, 2020, as presented, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

CORRESPONDENCE:

- Laurel Airport Authority Minutes of November 26, 2019.

COUNCIL DISCLOSURE OF EX PARTE COMMUNICATIONS: None.

PUBLIC HEARING:

- East Downtown Infrastructure Improvement Project Public Hearing

Mayor Nelson stated this is the time and place set for the public hearing on the City of Laurel's East Downtown Infrastructure Improvement Project.

Mayor Nelson opened the public hearing.

Mayor Nelson opened the floor for public comment and asked that Staff present the item.

Bethany Langve, Clerk/Treasurer, stated this is the preliminary resolution approving the Mayor and herself to send out fact sheets to the five banks in town. Those banks are Western Security Bank, Altana Federal Credit Union, First Interstate Bank, Yellowstone Bank, and SEG Federal Credit Union. Bid opening is scheduled for Thursday when they find out how much the bids will determine how much the bond needs to be. They will fill in the dates that we need the quotes back by and how much the bond is that we are going to sell it for. Then they will send it out to the five banks; they will get us back a quote. Those will be due back around the 28th, then determine who is going to give the City the best interest and best terms. She will get it to the Mayor to get it to the Council to review and give the final approval.

Mayor Nelson stated that the City would not award bids till a certain day period.

Bethany clarified last she heard right around the middle of March. Council will probably see the bond sale and the bid award at the same meeting. She has spoken with two banks in two and will speak with the other three tomorrow, so they all know this is coming.

Council Member Wilke questioned if the banks the Clerk/Treasurer had visited with seem to be interested. The Clerk/Treasurer stated this is a large bond that is a tax-exempt bond. Typically, they are SID bonds and are not this large. This makes it very favorable.

Mayor Nelson stated that copies of the rules governing the public hearing were posted in the council chambers.

Mayor Nelson asked three times if there were any proponents. There were none.

Mayor Nelson asked three times if there were any opponents. There were none.

Mayor Nelson asked Staff to respond to any relevant questions. There were none.

Mayor Nelson closed the public hearing.

CONSENT ITEMS:

- **Claims for the month of January 2020 in the amount of \$309,838.12.**
A complete listing of the claims and their amounts is on file in the Clerk/Treasurer's Office.
- **Clerk/Treasurer Financial Statements for the month of December 2019.**
- **Approval of Payroll Register for PPE 1/26/2020, totaling \$167,901.42.**
- **Approval of Workshop Minutes of January 21, 2020.**

The mayor asked if there was any separation of consent items. There was none.

Motion by Council Member Eaton to approve the consent items as presented, seconded by Council Member Sparks. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

CEREMONIAL CALENDAR: None.

REPORTS OF BOARDS AND COMMISSIONS:

- Budget/Finance Committee minutes of January 28, 2020, were presented.
- Cemetery Commission minutes of December 18, 2019, were presented.
- Public Works Committee minutes of January 22, 2020, were presented.
- Safety Committee minutes of January 28, 2020, were presented.
- Park Board minutes of January 2, 2020, were presented.

AUDIENCE PARTICIPATION (THREE-MINUTE LIMIT): None.

SCHEDULED MATTERS:

- **Appointment of Colton McCleary and Kently Kuntz to the Laurel Volunteer Fire Department.**

Motion by Council Member Nelson to approve the Mayor's appointment of Colton McCleary and Kently Kuntz to the Laurel Volunteer Fire Department, seconded by Council Member Sparks. There was no public comment.

It was questioned if there were three names on last week's Workshop agenda for this appointment. It was clarified that was a different appointment; there were only two names listed on last week's Workshop agenda for this appointment.

A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R20-05: A Resolution Of The City Council Authorizing City Staff To Nominate Riverside Park For Inclusion On The National Registry Of Historic Places.**

Motion by Council Member Klose to approve Resolution No. R20-05, seconded by Council Member Wilke. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

DRAFT

- **Resolution No. R20-06: Resolution Approving Certain Public Infrastructure Improvements In The Laurel Urban Renewal District As An Urban Renewal Project; Making Findings With Respect Thereto And Approving The Issuance Of Tax Increment Urban Renewal Bonds To Pay Costs Thereof; Preliminarily Authorizing The Issuance And Private Negotiated Sale Of Bonds And Authorizing The Process For Selecting A Purchaser Thereof**

Motion by Council Member Sparks to approve Resolution No. R20-06, seconded by Council Member Klose. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

- **Resolution No. R20-07: A Resolution Authorizing The Mayor To Execute A Contract For The City's Prosecutor Duties Between The City Of Laurel And Lore Law Firm PLLC.**

Motion by Council Member Herr to approve Resolution No. R20-07, seconded by Council Member Klose. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

ITEMS REMOVED FROM THE CONSENT AGENDA: None.

COMMUNITY ANNOUNCEMENTS (ONE-MINUTE LIMIT): None.

COUNCIL DISCUSSION:

Public Works Committee's next meeting is moved to February 19, 2020, at 6 p.m. in the Council Conference Room due to the holiday.

Council requested a follow-up discussion on the West Railroad Street project and the items that the Public Works Director had brought forth.

The Park Board Chair stated that Thursday's meeting went well. The plans should be done soon and should be out to bid shortly, and that camping is coming soon.

MAYOR UPDATES:

Mayor Nelson stated he did not know why the Council meeting was not broadcasted on Facebook live by the Laurel Outlook this evening. He did tell them that our sound system is not working well with their system; it is causing them problems. The sound system has been purchased with public funds and should not be used for a private entity to connect to. They can provide their own microphone. They could have stayed and broadcasted the meeting and fully expected them to. The City is looking into broadcasting its own meetings as well.

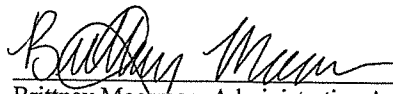
Bethany Langve, Clerk/Treasurer, stated there had been talks about changing the mics. They pick up paper ruffling and shuffling. Can look into clip-on mics, they would catch less of the background noise. We will look into a few options and bring forward options.

UNSCHEDULED MATTERS: None.

ADJOURNMENT:

Motion by Council Member Wilke to adjourn the council meeting, seconded by Council Member Eaton. There was no public comment or council discussion. A vote was taken on the motion. All seven council members present voted aye. Motion carried 7-0.

There being no further business to come before the council at this time, the meeting was adjourned at 6:54 p.m.


Brittney Moonman, Administrative Assistant

Approved by the Mayor and passed by the City Council of the City of Laurel, Montana, this 25th day of February 2020.

DRAFT

Thomas C. Nelson, Mayor

Attest:

Bethany Langve, Clerk/Treasurer

Item Attachment Documents:

2. Laurel Chamber of Commerce Agenda for February 13, 2020; Laurel Chamber of Commerce Minutes of January 9, 2020.

Agenda
Laurel Chamber of Commerce
February 13, 2020
Fowl Play

Moment of Silence

Presentation of minutes:

Guest Speaker – Karen Black with the Hometown Values

Financial Report -

Yellowstone Checking -	\$ 87,398.11
Altana CD	\$ 8,582.11
Altana Saving	\$ 748.74
Christmas Repair Fund	\$ 2,937.59
TOTAL	\$ 99,666.55

Bills to be presented for payment: - not in budget

OLD BUSINESS

- **Annual Meeting** – Great turn out! Thanks to those who donated and come to the dinner and supported the Chamber Profit & Loss attached
- **Business of the year-** The Crossings
- **Volunteer of the year-** Laurel First Responders
- **Committees-** Need a few more volunteers

NEW BUSINESS –

- **New Members** – Monna Rae Adickes- Coldwell Banker the Brokers, All Metal Fabrications MT, Lamerton Strategic Communications
- **Movies in the Park-** Cost \$1,200; have sponsorship and food vendors.
 - How often, price of sponsorship, etc?
- **Job Fair-** April 20th @ LHS 3pm-6pm, let Cami know if you want a table
- **Theme for Parade-**
- **July 4th** – Entertainment again this year? Billings parks stage already rented ☹
- **July 4th Run-** Need ideas of what organization to donate run profit to this year? We will vote on this next meeting
- **Summer Assistant-** We will start advertising for this position in March. Will be June 3rd- Sept 1st. Pay?

Upcoming Meetings-

- **Farmers Market-** Feb 21st @ 12pm
- **Audit-** March 19th @ 12pm
- **Budget-** March 26th @ 12pm
- **July 4th- April 2nd**@ 12pm

Open Forum

Business After Hours –

- **February 20th-** The Front Porch- register by Feb 9th for the craft
If you would like to host an event, please contact the Chamber.

Next Meeting – March 12, 2020 Chamber

Laurel Chamber of Commerce **Board Meeting Minutes**

The Meeting was held on **January 9, at KC's Palace**. In attendance were: Executive Board Members: President – Carrie Smith, VP- Beth Hoferer Treasurer – Megan Cutting, Executive secretary- Cami Nelson. Directors: Patsy Woody, Becky Watson, Kelci Lohof, Dallas Contreras, Linda Filpula, Tricia Johnson, Evan Bruce, and Billie Lehman. Chamber member: Ron Yost and Jessica LeBrun.

Carrie called the meeting to order.

The minutes were approved. Moved to approve- Beth, Evan 2nd, approved

The financial report was approved and bills were presented for payment.

Bills to be presented for payment: - not in budget

-None

Old Business

- **New Board-** Contact info sheets were passed around.
- **Decorations-** We took the Christmas decorations down Jan. 6th. 3 fell down this year. We will meet this summer to see the damage and sort the decorations.

New Business

- **Annual Meeting**
 - volunteers to help take stuff to Golf Course to set up- meet at the Chamber @ 3:30pm
 - Baskets needed for raffle items- if you have any you want to get rid of we would love them
 - Donations- we can pick up or you can drop them at the Chamber
- **Volunteer and Business of the year-** Voting is going until Jan 13th, make sure to get your votes in. Cami will send out another email for it.
- **Committees-** The signup sheet was passed around.

OPEN FORUM

- **LARC-** meeting Jan 20th @ Vue & Brew @ 5:30pm
- **School District-** Community engagement meeting will be held Jan 21st @ LMS from 6-8pm
- **Farmer's Market-** Ron will be getting with Cami in the coming weeks to get started on this. We will set up a committee once we get the ball rolling and know more

Business After Hours –

- **January- Annual Meeting**
- **February- Front Porch**

Meeting Adjourned **Next meeting – February 13, 2019** **Fowl Play**

Item Attachment Documents:

6.

Budget/Finance Committee minutes of February 11, 2020.

Tree Board minutes of January 16, 2020.

Library Board minutes of December 10, 2019.

LURA minutes of January 27, 2020.

City/County Planning Board January 8, 2020.

**Minutes of City of Laurel
Budget/Finance Committee
Tuesday, February 11, 2020**

Members Present: **Emelie Eaton**
 Richard Klose

Scot Stokes

Others Present: **Mayor Nelson**
 Chief Brent Peters

Bethany Langve

The Meeting was called to order by Chair Eaton at 5:33 pm.

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

General Items

- Review and approve the minutes of the January 28, 2020 meeting. Emelie Eaton made a motion to approve the minutes of the January 28, 2020 Budget and Finance Committee meeting. Richard Klose seconded the motion to approve the January 28, 2020 Budget and Finance Committee meeting minutes, all in favor, motion passed.
- Review and approve purchase requisition from the Fire Department for the purchase of wildland pants. The Fire Chief, Brent Peters, briefly presented the purchase requisition to the Committee. The Committee had no questions or comments regarding the purchase requisition. Scot Stokes made a motion to approve the purchase requisition from the Fire Department for the purchase of wildland pants. Richard Klose seconded the purchase requisition from the Fire Department for the purchase of wildland pants, all in favor, motion passed.
- Review and approve purchase requisition from the Fire Department for the purchase of NFPA Structure Fire Helmets. The Fire Chief, Brent Peters, presented the purchase requisition to the Committee. He stated that the NFPA places a useful life on these helmets of 10 years, and the departments current helmets are past that useful life. The Committee had no questions or comments regarding the purchase requisition. Scot Stokes made a motion to approve the purchase requisition from the Fire Department for the purchase of NFPA Structure Fire Helmets. Richard Klose seconded the purchase requisition from the Fire Department for the purchase of NFPA Structure Fire Helmets, all in favor, motion passed.
- Review and approve the January 2020 Utility Billing Adjustments. The Committee reviewed the January 2020 utility billing adjustments and had no questions. Emelie Eaton made a motion to approve the January 2020 Billing Adjustments. Richard Klose seconded the motion to approve the January 2020 Billing Adjustments, all in favor, motion passed.
- Review and approve the December 2019 Month End Balance Sheet. The Committee reviewed the December 2019 Month End Balance Sheet and had no questions. Richard Klose made a motion to approve the December 2019 Month End Balance Sheet. Scot Stokes seconded the motion to approve the December 2019 Month End Balance Sheet, all in favor, motion passed.
- Review and approve the December 2019 Financial Statements. The Committee reviewed the December 2019 Financial Statements and had no questions or comments. The Clerk/Treasurer stated that there shouldn't be much movement on the financials until the

spring, when the other half of taxes are received, and spring projects begin. Scot Stokes made a motion to approve the December 2019 Financial Statements. Richard Klose seconded the motion to approve the December 2019 Financial Statements, all in favor, motion passed.

- Review and recommend approval to Council Claims entered through 02/07/2020. Emelie Eaton reviewed the Claims Detail report and the Check Register for accuracy. There were no questions regarding the claims. Scot Stokes made a motion to recommend approval to Council the claims entered through 02/07/2020, Richard Klose seconded the motion, all in favor, motion passed.
- Review and approve Payroll Register for pay period ending 01/26/2020 totaling \$167,901.42. The two-page summary was reviewed, signed and dated. Scot Stokes made a motion to approve the payroll register for pay period ending 01/26/2020 totaling \$167,901.42. Richard Klose seconded the motion, all in favor, motion passed.

New Business - None

Old Business – Chief Peters handed out some information regarding the meal pay/drill pay, which are attached to these minutes. The Clerk/Treasurer stated that she had included an email from approximately a year ago, from the Fire Chief, in the packet. She stated that the email explained what the meal pay/drill pay was for, however as she stated at the last meeting the Fire Chief is going to be better able to answer any questions regarding this topic than her. The Fire Chief explained that the meal pay/drill pay has been in effect for over 40+ years. The meal pay is paid at \$5.00 per Firefighter and goes towards a monthly meal during their Wednesday trainings. The drill pay is paid at a rate of \$8.50 per Firefighter and is for the monthly maintenance the Firemen provide on the vehicles and equipment. This monthly maintenance saves the City of Laurel a lot of money. The Committee asked why the City pays the association and not the Firefighters through payroll. The Chief nor the Clerk/Treasurer had an answer to that question. The Clerk/Treasurer did state that the Auditors had mentioned this was not unheard of in the State of Montana and was a different form of a benefit to the Firefighters. They would like to see some form of accounting for the payment to the association, like an invoice. The Clerk/Treasurer and Chief agreed that putting this on the Firefighters payroll would cause them to incur taxes against it. The Chief stated that he can take the payroll option back to the Fire Association for discussion if that is what the Committee wants him to do. The Chief commented that there has been always been confusion regarding the department and the association. He stated, for instance the furniture in the area the association rents belong to the association, not the City. Since the association began the lease it purchased the items in the rooms. The chairs, tables, and appliances belong to the association, not the City. The Committee asked if there was still a lease with the association. Chief Peters stated that the last lease he has is dated 2003. The Fire Association has requested that a new lease be sent to Council, and that request has been sent to the Mayor. The Committee asked when the remodel was completed. Chief Peters stated that the remodel was completed in 2000 and the addition to the FAP building for the Ambulance Department was done in 2011.

Chief Peters then asked if money was taken out of the General Fund reserves to pay for EMT positions, why was the Fire Department budget cut by the Clerk/Treasurer. He stated that the budget was cut after his meeting with the Mayor, and then recently an additional \$174,000 had been removed from the Fire Department budget. The Clerk/Treasurer asked the Mayor if he wanted her to explain the cuts to the Chief, and the Mayor stated yes. The Clerk/Treasurer explained that the initial cuts were to provide funding for the hiring of a Fire Chief, and three full-time EMTs. During all the discussions regarding hiring EMTs and a Fire Chief it was mentioned several times that the wages for a Fire Chief should be used for hiring additional EMTs, and an Ambulance Director. When the decision was made to not hire a

full-time Fire Chief, those budgeted wages were then moved to the Ambulance Department budget to hire an Ambulance Director, since the Ambulance Director budget had been utilized to hire two additional EMTs. The Fire Chief stated that he understood that but why was his budget cut after his initial meeting in March with the Mayor. He stated vital line items were cut, such as radios, and he wants to know why the Clerk/Treasurer cut his budget without consulting him. The Clerk/Treasurer stated that while the Mayor and Chief Peters were in the same room, she wanted to make some clear. She is not the one responsible for the budget, the Mayor is. She doesn't make decisions to cut the budget, the Mayor does. She stated that she is tired of being blamed for decisions that are the Mayors. She does not have final say on the budget, the Mayor does, and then Council passes the budget. The Mayor asked the Clerk/Treasurer to get the total amount cut from the Fire Department's budget after Chief Peters met with the Mayor is March.

Other Items

- Review the Comp/Overtime Report for pay period ending 01/26/2020. The Committee reviewed the report and had no questions or comments.
- The Clerk/Treasurer stated that she had nothing to report at this time.
- The Mayor stated that the Rod and Gun Club had expressed being a champion for a building at Riverside Park. The Mayor expressed concern since there is an ordinance prohibiting discharging firearms withing City limits. He is also concerned that Council will not be open to this after MMIA's concerns regarding shooting at the park. He is also concerned with shooting at the park and the new campground.

Announcements –

- The next Budget and Finance Meeting will be held on Tuesday January 25, 2020 at 5:30pm
- Richard Klose will be reviewing claims for the next meeting

Respectfully submitted,

Bethany Langve
Clerk/Treasurer

NOTE: This meeting is open to the public. This meeting is for information and discussion of the Council for the listed workshop agenda items.

From: Brent Peters

Sent: Monday, February 12, 2018 4:29 PM

To: City Clerk <cityclerk@laurel.mt.gov>

Cc: City Mayor <citymayor@laurel.mt.gov>; Eaton
<deaton4626@aol.com>

Subject: RE: Rejected Claim

Ok, I'm not sure what more I can clarify. There were discussions a few months back when we weren't receiving checks between April and August 2017.

Drill pay (line 190) is paid at a rate of \$8.50 per Firefighter per month. This is for the monthly maintenance program of all the equipment of the Fire Department. This includes apparatus and equipment inspection and minor repairs for the upkeep of equipment. This happens every second Wednesday of the month to keep our equipment in good operating condition and avoid break downs or having to replace broken equipment.

Meal pay (line 223) is paid at a rate of \$5.00 per Firefighter per month. This is paid monthly for the volunteer Firefighters training. Since they train every Wednesday this has always been paid and used towards a monthly meal.

Both these pays have been paid for many years, at least 20 + years. When Fire and Ambulance were combined the CAO refused to increase to reflect the 30 EMT's. This could be a reason that there is a reluctant attitude to conduct EMS maintenance and attend EMS training every month. I have always used these tools to influence Firefighters to conduct maintenance and to attend the countless trainings. I do not wish to see or the possibility of losing Firefighters dedication to performing maintenance or training because of a refusal to pay by the City. These are small amounts to pay have great rewards when it comes to equipment reliability, knowledge, safety and liability.

Let me know if there's any other questions.

Brent S. Peters
Fire Chief



LAUREL FIRE/EMS

215 WEST 1ST STREET • LAUREL, MT • 59044
OFFICE 406.628.4911 • FAX 406.628.2185

Re: Drill and Meal Pay

February 11, 2020

Drill Pay line item 190

Paid at a rate of \$8.50 (current callout pay amount) per Firefighter per month. This is an incentive for the monthly maintenance program of all the equipment of the Fire Department. The Firefighters take one night a month to inspect, operate and conduct minor repairs to keep all equipment and apparatus in good working condition and help identify any major repairs that may be needed. This helps reduce maintenance costs to the city, ensures equipment is ready to respond at a moment's notice and improves the longevity of equipment.

Meal Pay line item 223

Paid at a rate of \$5.00 per Firefighter per month. This is a monthly incentive for the volunteer Firefighters training. Since they train every Wednesday this has always been used towards a monthly meal on the third Wednesday of every month. Instead of having Firefighters who train for their required 30 hour per year the Laurel Volunteer Fire Department Firefighters spend upwards of 100- 200 hours per year training.

Both the Drill Pay and Meal Pay are paid to the Laurel Volunteer Fire Association per requested by the Firefighters. The Laurel Volunteer Fire Association is made up of only Firefighters from the Laurel Volunteer Fire Department.

These two programs have been in place for 40+ years.

Brent S. Peters
Fire Chief, Laurel Fire Department

Brent Peters

From: Bethany Langve
Sent: Tuesday, February 13, 2018 6:50 AM
To: Brent Peters
Cc: City Mayor; Eaton
Subject: Re: Rejected Claim

Brent

Thank you

Bethany Keeler
Clerk/Treasurer
City of Laurel, Montana

On Feb 12, 2018, at 9:42 PM, Brent Peters <bpeters@laurel.mt.gov> wrote:

All the money goes to the Association and the membership decides what is spent. We pay the Association for their services and they manage it. Same is for the annual hose testing. We pay for a required service and the pay out the way they want.

Brent Peters
Fire Chief
Laurel Fire/ EMS

On Feb 12, 2018, at 6:21 PM, City Clerk <cityclerk@laurel.mt.gov> wrote:

I sent out another email correcting my mistake. I shouldn't have used the word rejected.

Does the association pay our volunteers for maintaining the vehicles? I'm trying to make sure I have all the questions asked that may come up at the next Budget Finance meeting.

Bethany Keeler
Clerk/Treasurer
City of Laurel, Montana

On Feb 12, 2018, at 5:05 PM, Brent Peters <bpeters@laurel.mt.gov> wrote:

I was just explaining as per the subject "Rejected Claim" as a precaution of not knowing if it was in discussion to reject the claim. I thought it was the City Clerk asking. I apologize.

The Association or other known as the Company is made up as the Firefighters and EMTs of the Fire Department. It buys a meal every month. The Firefighters shares that meal with the EMTs.

Brent Peters
Fire Chief

On Feb 12, 2018, at 4:40 PM, City Clerk <cityclerk@laurel.mt.gov> wrote:

Brent,

This payment is made to the association. Does the association then purchase meals for every Wednesday training? Does the association pay the volunteers for working on the equipment?

Also I want to make something very clear in this email. It is the job, if you will, of the Budget Finance Committee to ask these questions. This is not the first, nor will it be the last claim from all departments that they question. They are not stating they will not pay the claim. They are asking for clarification, nothing more and nothing less. Please do not take this as a refusal to pay anything because that is not the case.

Bethany Keeler
Bethany Keeler
Clerk/Treasurer
City of Laurel, Montana
(406) 628-7431 ext 2

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Cc: City Mayor <citymayor@laurel.mt.gov>; Eaton <deaton4626@aol.com>
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Meal pay (line 223) is paid at a rate of \$5.00 per Firefighter per month. This is paid monthly for the volunteer Firefighters training. Since they train every

Wednesday this has always been paid and used towards a monthly meal.

Both these pays have been paid for many years, at least 20 + years. When Fire and Ambulance were combined the CAO refused to increase to reflect the 30 EMT's. This could be a reason that there is a reluctant attitude to conduct EMS maintenance and attend EMS training every month. I have always used these tools to influence Firefighters to conduct maintenance and to attend the countless trainings. I do not wish to see or the possibility of losing Firefighters dedication to performing maintenance or training because of a refusal to pay by the City. These are small amounts to pay have great rewards when it comes to equipment reliability, knowledge, safety and liability.

Let me know if there's any other questions.

Brent S. Peters
Fire Chief
Laurel Fire/ EMS

<image001.png>

The American flag does not fly because the wind moves past it.....
The American flag flies from the last breath of each military member who has died serving it.

From: City Clerk
Sent: Monday, February 12, 2018 1:10 PM
To: Brent Peters <bpeters@laurel.mt.gov>
Cc: City Mayor <citymayor@laurel.mt.gov>; Eaton <deaton4626@aol.com>
Subject: RE: Rejected Claim

Chief Peters,

I need to clarify as I misspoke in my previous email. Your claim was not rejected. It was removed from the approval list in order to request additional information for clarification purposes. The claim will be placed on the next claims approval list.

Bethany Keeler
Bethany Keeler
Clerk/Treasurer
City of Laurel, Montana

(406) 628-7431 ext 2

From: City Clerk
Sent: Monday, February 12, 2018 11:58 AM
To: Brent Peters <bpeters@laurel.mt.gov>
Cc: City Mayor (citymayor@laurel.mt.gov)
<citymayor@laurel.mt.gov>; Eaton
<deaton4626@aol.com>
Subject: FW: Rejected Claim

Chief Peters,

Your meal pay/drill pay claim, in the amount of \$607.50, was rejected by the Budget Finance Committee. They requested additional information on the claim and I didn't not accurately recall what this payment was for. I recall you stating it was for the meals served during training and the servicing of the Fire Department vehicles. Can you please provide me with a more in-depth answer, as I cannot explain it?

Thank you,

Bethany Keeler
Bethany Keeler
Clerk/Treasurer
City of Laurel, Montana
(406) 628-7431 ext 2

From: City Mayor
Sent: Monday, February 12, 2018 11:26 AM
To: City Clerk <cityclerk@laurel.mt.gov>
Subject: Re: Rejected Claim

Bethany,
Would you please have the Fire Chef provide to us a complete accounting detail of the costs for the drill and meal pay claim, please.

Thank you,

Tom Nelson
Laurel City Mayor
City Hall
PO Box 10
Laurel, MT. 59044-0010
406.633.3809
citymayor@laurel.mt.gov

From: City Clerk
Sent: Monday, February 12, 2018 9:48 AM
To: City Mayor; Eaton
Subject: Rejected Claim

Hello Mayor and Council Chair,

I am unsure of who is to notify Chief Peters that his drill pay/meal pay claim has been rejected. Any thoughts?

Bethany Keeler
Bethany Keeler
Clerk/Treasurer
City of Laurel, Montana
(406) 628-7431 ext 2

MINUTES
CITY OF LAUREL
Tree Board
1/16/2020 09:30 AM
Public Works Conference Room

A Tree Board was held in the Public Works Conference Room and called to order by Walter Widdis at 9:30 AM on 1/16/2020.

COMMITTEE MEMBERS PRESENT:

- LuAne Engh, Chairman (absent)
- ✓ Aaron Christiansen, Vice-Chairman
- ✓ Walter Widdis, Secretary
- ✓ Dale Ahrens
- ✓ Richard Herr
- ✓ Matt Wheeler
- ✓ Kurt Markegard
- ✓ Phyllis Bromgard

OTHERS PRESENT:

- ✓ Lynn Petersen, Principal of Graff Elementary

1. **Public Input**

- a. None

2. **General Items**

- a. December 2019 minutes approved
- b. Arbor Day – May 5, 2020 @ South Pond – 11:30 AM approximately
- c. DNRC Grants
 - 1. Completed by Kurt and turned in Tuesday.
 - 2. Response expected in the February time frame
- d. T-shirt designs
 - 1. Proofs were distributed to the present members
 - 2. The Cherry-Red shirt was chosen.
- e. Vendor Update
 - 1. No new additions.
 - 2. Meadow Gold dairies will provide the ice cream
 - 3. Dale will follow up with Wal-Mart for volunteer participation
- f. Tree donations – no news at present. Aaron will be tracking this.
- g. Donation letter
 - 1. Basic content will remain the same as the past for consistency
 - 2. Aaron will be sending this out in February for trees
- h. Students
 - 1. Number of students remains at about 182
 - 2. Potential for older students to be used as volunteers

3. New Business
 - a. Downtown Tree District
 1. Information from the city planner available in March
 - b. Recommendation for trees for Thomson Park replanting
 1. Submitted by Aaron to the tree board members
 2. Received by Matt for action.
 - c. Richard informed the board of upcoming action concerning Riverside Park and tree removal for the new camping site plan.
 - d. Discussion concerning the use of the NWE grant for tree replacement on the boulevard - agreement on the propriety of this action.
4. Old Business
 - a. Karen Courtney & code enforcement – report delayed until April
5. Other Items
 - a. Lion's Park improvement update – Phyllis stated that it is progressing
 - b. New forms for keeping track of hours for 2020 were distributed
 - c. Dale stated he would have an update on the NWE & Wal-Mart grants at next month's meeting.
 - d. To consider.
 1. Sending invitation letters to the presenters
 2. Setting some scheduled dead lines for actionable items
 - e. Phyllis is going to ask Lion's for a donation for a memorial tree for Carl Schelp. Aaron suggested a Heritage Oak
6. Announcements
 - a. Next Meeting February 20 – 9:30 AM

MINUTES
CITY OF LAUREL
Library Board

12/10/2019

06:03 PM

Laurel Library

COMMITTEE MEMBERS PRESENT:

X Dixie Feller, Board Chair
X Bill Hanson, Vice-Chairman
X Nancy Schmidt, Secretary
Emilie Eaton

X Arthur Vogeles
X Samantha Barnhart – via phone
X Clair Killebrew – Foundation Liaison

OTHERS PRESENT:

1. Public Input

Citizens may address the committee regarding any item of city business not on the agenda. The duration for an individual speaking under Public Comment is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.

- a. No one addressed the Board.

2. General Items

- a. Bill motioned the Library Board minutes for November 2019 be accepted as presented, Arthur seconded the motion; motion passed.
- b. The library foundation received a \$100 donation from Robert and Sandra Short. This will be deposited in the appropriate account for use later.
- c. Circulation Report -Traffic: down 28.9%; circulation: all items circulated totaled 4,456 (including 465 eBooks), book circulation was down 0.4%, media circulation was up 4.4%, eBook checkouts for this month was 13.1% of total book circulation, we circulated 699 items to partners and 131 items from other libraries; computers: internet use was up 46.7%, children's use was down 37.5%, wi-fi use was up 75.1%; patron cards: city registrations made up 61.5% of library users, county patrons 32.6% and non-resident registered patrons 3.7%. There were 36 tech assists in November.

3. New Business

- a. The library has finally been offboarded from the City IT. We are installing a new firewall and server. There have been some growing pains with the new system, but we are powering through. A patron has offered us some tips on how to enhance what we have so we get the best working system for the library. The

Wi-Fi will be set on an automatic schedule of on at 6:00 am and off at 10:00 pm to alleviate people parking in the lot in the early/late hours of the day. Staff computers will be using Office 2019 rather than Office 365 to save on software expenses. Mr. Lowe is helping with our new setup. He is recommending using a virtual network in the future. The cost of this network update is under \$600. It includes an Enterprise HP Server with 200 GB SSD, a 2016 Windows Server Datacenter with 3-year protection software and upgrading all computers to Windows 10 Professional.

- b. Mike is pulling more website statistics for us each month. We are finding that our website is being “hit” on a regular basis. We are receiving a return visit from 81% of our searchers with 19% being new searches. By studying our statistic numbers, we are realizing that many people are searching for the site by the catalog page, not just the homepage.
- c. Foundation update – a second print of t-shirts was done to provide smaller sizes for some of the staff. Any extras will be sold as fundraising for the Foundation. With the amount that we have in our account we should think about spending some of it down by purchasing items for the library. A meeting with the Foundation Board will be set up in February to discuss future expenditures.

4. Old Business

- a. There were no questions about the invoices paid during November. To date over \$3,000 has been spent from our library donation money to help meet the needs and wants of library patrons. The Wall Street Journal is up for renewal. The cost is \$119.88 for one year. We have several patrons that use the Journal daily, so it may be worth keeping for now. It has been decided to renew the subscription for one more year then reevaluate its use in a year. The Billings Gazette has also been renewed and will be reevaluated for renewal next year. The cost may not be worth the expense if the Gazette continues to decrease in quality. Some of our magazines are being discontinued because they aren’t being read by the patrons. We are also considering getting the Stillwater County and Carbon County newspapers for our patrons. We currently have an active subscription to the Yellowstone County News.
- b. Annual statistics have been completed for 2019. They had been partly completed at the training in Sidney, so they went quickly. We may want to consider discontinuing Ancestry Library Edition and Heritage Quest. We are currently paying over \$2 per search for these databases. This is not cost effective to continue with these databases when it is obvious that no one is really using them. We will find an alternative for our patrons.

5. Other Items

a. Upcoming Items:

Library staff and volunteer Christmas pizza party will be held on Tuesday, December 17th at 4:00 pm in the Community Room. All Board members are invited to join the staff in this annual tradition.

6. Announcements

- a. Next regular meeting is Tuesday, January 14, 2020 at 6:00 pm in the Community Room of the Laurel Public Library.

Bill motioned to adjourn the meeting at 7:06pm, Arthur seconded the motion; motion passed.

Respectfully submitted,



Nancy L Schmidt
Secretary for the Board

NOTE: This meeting is open to the public. This meeting is for information and discussion of listed agenda items.



**AGENDA
CITY OF LAUREL
LAUREL RENEWAL AGENCY
MONDAY, JANUARY 27, 2020
11:00 AM
LAUREL CITY COUNCIL CHAMBERS**

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

General Items

1. Roll Call

Chair called the meeting to order at 11:00AM

Don Smarsh
Sam Langmo
Janice Lehman
Dean Rankin
Judy Goldsby
Linda Frickel

Nick Altonaga (City of Laurel)
Steve Simonson (Beartooth RC&D)
Diane Lehm (Big Sky EDA)

2. Approve Meeting Minutes: December 16, 2019

Members reviewed the meeting minutes from December 16, 2019.

Don motioned to approve minutes from December 16, 2019.

Dean seconded.

Motion carried.

3. Big Sky EDA Update

Steve Simonson from Beartooth RC & D was present.

- Stillwater county has a total of 12 wind farms in progress
- 1 under construction
- 1 front of Public Service Commission
- 10 in preparation stages.

Dean: When does the tax incentive terminate?

- The project in southern Carbon County needs to be operational by December of 2020.
- Beartooth has been in touch with Senator Tester's office to discuss the timeframe

Diane from Big Sky EDA discussed a new grant program.

Space to Place Grant Program: Small placemaking grants to help activate areas

- \$500-\$5,000 for individual grants
- MT Firefighters Memorial received funding in 2019 for benches
- Would like to see boosted community engagement for young residents including cub scout groups, etc.
- Projects could include:
 - Could be community garden,
 - Painting projects
- Any applications with something creative are welcome.
 - Installation of musical instruments at parks. Fashioned to look like flowers. (Wise wonders in Billings)
- Applications that discuss gathering spaces, walkability are encouraged

Members discussed possible projects. Beautifying the Overpass and the last time it was done (Approx. 2010).

New Business

4. Discussion: Growth Management Plan - Economic Development Priorities

Don mentioned the HGTV opportunity “Home Town Takeover” to update storefronts, homes, etc. Could be an interesting way to get a big boost to upgrade the city and especially the downtown. Application looks simple and easy to do.

Could we possibly get video and photos together?

Judy mentioned that there was some previous drone footage taken

Cami at the Chamber is interested in the application. But up until recently was busy with their annual meeting.

The Laurel chamber is busy at the moment

Nick provided his opinion on some of the items included on the Goals for Economic Development.

Members discussed the goals and asked questions

Old Business

Other Items

Don asked about the status of the grant he submitted in December.

- Nick will be putting together the information to be processed.

Members discussed the old lighting project for SE 4th Street. Has this project every come back up in conversation? The last time LURA had heard of it, the old Admin Assistant was looking into lighting bids. Has been around 5 years since the project has been discussed at length and worked on.

- Nick will look at the minutes and documents to check the status of this project.

5. Budget

Members reviewed the budget. They discussed the anticipated funding amounts, whether the Large Grant will remain at \$225,000, and what impact the bonding should have on their ability to support grants.

- The bonding should come in lower than initially anticipated.
- Nick will check the status of the Large Grant funding.

Discussion on TIF Districts

- Steve let the board know that he had been in touch with the City Attorney for information on TIF Districts and resources for local stakeholders.
- Diane discussed how Jenna Cornish had been brought in previously to help develop the TIF and explain the TIF and its purpose.
- Kelly Lynch with MLCT is a great resource for information on how to develop a TIF and the legal background.

Announcements

6. Next Meeting: February 24, 2020

Don Motioned to adjourn

Dean Second.

Motion Carried.

Meeting Adjourned at 11:38AM

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

DATES TO REMEMBER



**MINUTES
CITY OF LAUREL
CITY/COUNTY PLANNING BOARD
WEDNESDAY, JANUARY 08, 2020
5:35 PM
LAUREL CITY COUNCIL CHAMBERS**

Public Input: *Citizens may address the committee regarding any item of business that is not on the agenda. The duration for an individual speaking under Public Input is limited to three minutes. While all comments are welcome, the committee will not take action on any item not on the agenda.*

General Items

1. Roll Call

No meeting due to lack of a quorum.

New Business

Old Business

Other Items

Announcements

2. Next Meeting: February 12, 2020

The City makes reasonable accommodations for any known disability that may interfere with a person's ability to participate in this meeting. Persons needing accommodation must notify the City Clerk's Office to make needed arrangements. To make your request known, please call 406-628-7431, Ext. 2, or write to City Clerk, PO Box 10, Laurel, MT 59044, or present your request at City Hall, 115 West First Street, Laurel, Montana.

DATES TO REMEMBER

Item Attachment Documents:

7. Mayor's re-appointment of Linda Frickel to the LURA Advisory Board for a four-year term ending December 31, 2023.



CITY OF LAUREL

BOARDS, COMMISSIONS, AND COMMITTEES

REAPPOINTMENT FORM

Date: 12-19-19

Name of Member: Linda Fricke

I presently serve on the LURA and wish
(Board/Commission/Committee)
to be considered for reappointment to another term.

Signature: Linda Fricke

Date: 12-19-19

Please submit this form to: Administrative Assistant
City of Laurel
P.O. Box 10
Laurel, MT 59044

Item Attachment Documents:

8. Appointment of Nicole Leverenz to the Laurel Ambulance Service.



**CITY OF LAUREL
MONTANA**
EMERGENCY MEDICAL SERVICES
215 W 1ST ST
LAUREL, MONTANA – 59044
OFFICE: (406) 628 – 1611 | DISPATCH: (406) 628 - 8737



Hello Mayor,

I would like to recommend for hire as a volunteer EMT Nicole Leverenz. We feel she will bring a lot to the service. She is also finishing up the paramedic program at MSUB. This will give us another ALS provider to the service. Please let me know if you have any questions.

Interim EMS Director

X *Levi Vandersloot*

2-10-20

Levi Vandersloot
Interim EMS Director

Item Attachment Documents:

9. Resolution No. R20-08: A Resolution Of The City Council Authorizing The Submission Of An Application To The Montana Historic Preservation Grant Program.

RESOLUTION NO. R20-08

A RESOLUTION OF THE CITY COUNCIL AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE MONTANA HISTORIC PRESERVATION GRANT PROGRAM.

WHEREAS, the City of Laurel is applying to the Montana Department of Commerce for financial assistance from the Historic Preservation Grant Program for the rehabilitation and improvement of Riverside Park and its facilities;

WHEREAS, the City of Laurel agrees to comply with all State laws and regulations and the requirements described in the Montana Historic Preservation Grant Program Application Guidelines;

WHEREAS, the City of Laurel shall complete an environmental assessment for submittal no later than May 1st, 2020 in support of this application;

NOW THEREFORE BE IT RESOLVED, the City Council hereby authorizes the Mayor and/or Planning Director to submit a Historic Preservation Grant application to the Montana Department of Commerce on behalf of the City of Laurel, to act on its behalf, and to provide such additional information as may be required.

Introduced at a regular meeting of the City Council on February 25, 2020, by Council Member

_____.

PASSED and APPROVED by the City Council of the City of Laurel this 25th day of February 2020.

APPROVED by the Mayor this 25th day of February 2020.

CITY OF LAUREL

Thomas C. Nelson, Mayor

ATTEST:

Bethany Langve, Clerk-Treasurer

Approved as to form:

Sam S. Painter, Civil City Attorney



Community Development Division

**MONTANA HISTORIC PRESERVATION
GRANT PROGRAM**
2020 Application and Guidelines for the 2023 Biennium

DRAFT

Grant Applications Due No Later Than

February 28, 2020

DOCCDD@mt.gov

<https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>

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- II. Eligible Applicants**
- III. Eligible Projects**
- IV. Application Submission**
- V. Application Review Process**
- VI. Administrative Procedures and Requirements**

Appendix A

MHPG Program Application and Statutory Questions

Appendix B

Environmental Review Process

2020 Montana Historic Preservation Grant Application and Guidelines for the 2023 Biennium Projects

I. Introduction

The Montana Historic Preservation Grant (MHPG) Program is a state-funded program created in 2019 as a result of Senate Bill 338 (SB 338), Sections I through I7. The MHPG Program is designed to support public or private entities with the preservation of historic sites, historical societies, or history museums through grant funding. The MHPG Program provides the opportunity to stimulate economic development, community revitalization, and statewide tourism through increased investment, job creation or retention, business expansion, and local tax base growth. Combined with such return on investment, the program supports the preservation of Montana's historic structures, sites, societies, and museums, contributing to the maintenance and demonstrating the economic impact of historical resources throughout the state. The program coordinates with wider historic preservation technical assistance available and utilizes the diversity of funds to address both the financial and preservation gaps of projects. The program funding invests in the critical point to help projects move forward, catalyzing local revitalization and economic growth.

MHPG program applications, grant application guidelines, project administration manual, other relevant information and resources are available on the Montana Department of Commerce (Commerce), Community Development Division (Division) website at <https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>. Interested persons can also e-mail MHPG program staff at DOCCDD@mt.gov or call staff at (406) 841-2770 regarding any questions they may have about the MHPG Program.

Funding is made available for MHPG through the legislative process, all MHPG grants approved are dependent upon the availability of funding. In order to be considered for the 2023 biennium, the deadline for submitting a grant application for funding is February 28, 2020.

These application guidelines explain how a public or private entity can apply for MHPG funding to be considered for an award of funds through the program, and include the application and reference to the administrative requirements of the program

Alternative accessible formats of this document will be provided upon request. If you need this document in an alternative format, such as large print, Braille, audio tape, or computer diskette, please contact the Montana Department of Commerce Community Development Division at (406) 841-2770, TDD (406) 841-2702, or the Relay Services number, 711.

The Department of Commerce does not discriminate on the basis of disability in admission to, access to, or operations of its program, services, or activities. Individuals who need aids or services for effective communications or other disability-related accommodations in the programs and services offered are invited to make their needs and preferences known. Please provide as much advance notice as possible for requests.

II. Eligible Applicants

All applicants must have the management capacity to undertake and satisfactorily complete the project applied for and assure proper management of the MHPG funds. Grant recipients must be in compliance with all applicable auditing and financial reporting requirements and have the capability to specifically assure proper tracking and recording of funds awarded.

A. Eligible applicants for MHPG assistance include:

a. Person

- i. Individuals may apply through a fiscal agent, which is a 501(c)3 incorporated nonprofit tax-exempt organization and, as applicable, must submit a letter of approval from the property owner of the historical site, historical society, or history museum that would receive the benefit of the MHPG funded activity. The fiscal agent will be the recipient of the grant award and becomes the legal applicant of record, manages the disbursement of grant funds according to the Commerce reimbursement processes, and is responsible for all the requirements of the specific grant. Commerce is not able to act as a fiscal agent for an individual applying to the MHPG Program.
- ii. Individuals may apply in coordination with a local government and must submit a letter of approval from the property owner of the historical site, historical society, or history museums that would receive the benefit of the MHPG funded activity.

b. Association

- i. For-profit or not for profit organizations and businesses may apply directly but must submit a letter of approval from the property owner, if the property is not owned by the applicant, of the historical site, historical society, or historical museum that would receive the benefit of the MHPG funded activity.

c. Governing Unit: Governing Units may apply directly but must submit a letter of approval from the property owner, if the property is not owned by the applicant, of the historical site, historical society, or historical museum that would receive the benefit of the MHPG funded activity. The following governing units are eligible to apply:

- i. Incorporated city or town,
- ii. County
- iii. Consolidated government, or
- iv. Tribal government

- I. A waiver of sovereign immunity will be a provision included in the grant contract. If the project is awarded, at the time the grantee wishes to enter into a contract, the following will be required 1) a waiver containing the provisions of 90-6-709, MCA, approved and signed by the tribal government before the contract is executed of 2) a resolution approving the tribe enter into the contract that contains the provisions of 90-6-709, MCA before the contract is executed. Applicants may submit the waiver of sovereign immunity at time of application, or, if that is not possible, the waiver will be a condition of the award and will need be submitted with other start up conditions, to allow for an applicant to enter into a contract with Commerce.

Additional Considerations for Eligible Applicants

Applicants should be familiar with their status of audit compliance and related financial considerations at the time of application, as applicable audit and financial compliance reports are reviewed by Commerce staff as part of the ranking process. Information related to the audit and financial status of a local government applicant is available at any time on the Department of Administration, Local Government Services website at <http://sfsd.mt.gov/LGSB>.

III. Eligible Projects

Eligible applicants can apply to complete projects or activities for the preservation of historic sites, historical societies, or history museums. Preservation activities include:

- A. Internal or external “brick-and-mortar” improvements that will address infrastructure, building renovation, maintenance, or building code issues
- B. Improvements that will enhance security, climate control, or fire protection; and
- C. Projects with a total cost over \$50,000 may use up to 10% of grant funding for planning and/or grant administration costs that are directly related to the preservation activities A. and B.

Historic sites will be considered eligible if one of the below criteria is met:

- Structure or site is listed on National, State, or Local Historic Registry
- Structure or site contributes to a historic district
- A structure more than 50 years old and has documented significance to the history of a Montana community or region

Additional Considerations for Eligible Projects

A. Budget and Implementation

Application budgets must be rounded to the nearest whole dollar amount.

The project scope of work should be completed in a reasonable amount of time.

Projects should demonstrate a reasonable and achievable budget and implementation schedule. Applicants will be given preference if they anticipate completion of project activities within 4 years from June 1, 2020 and can demonstrate in their application that all non-MHPG funding will be secured no later than July 1, 2021. Projects which can demonstrate economic impact within this time frame may be given a priority recommendation in the statutory criteria.

For example, a project that can demonstrate the firm commitment of non-MHPG leveraged project funds that addresses the entirety of the project or phase may be better positioned to demonstrate economic impact. Conversely, a vacant building that requires roof repair, but lacks any other components or leveraged funds, may indeed require assistance to protect a historical resource with value to Montana, but may not be positioned to be competitive in demonstrating local impact in a reasonable timeframe.

B. Project scope of work

Proposed preservation projects submitted to MHPG for funding must be comprised of “stand-alone” activities. The intent of the requirement is to preclude preliminary-type work from being funded that

would only result in a substantive improvement once additional funds were obtained, and the project can be completed.

For example, an application request to replace a roof should affirm that the foundation and other structural elements are secure and address these issues as part of the project to ensure a stabilized building. Similarly, a project to replace shingle roofing should also ensure that skip sheathing, rafters, etc. are sound.

Applicants should be aware of the conditions of a building in relation to the request for funds and prioritize activities accordingly. Applicants are not required to completely eliminate a particular type of deficiency, such as the completion of all building code issues for the entire museum facility, within the scope of the proposed project, but rather apply for a single phase of a multi-phase project.

For example, internal rehabilitation should be subsequent to roof repairs if any water damage or wall repair must take place. Similarly, a museum may prioritize upgrades to the fire protection system and address additional building code issues in future phases.

- C. Projects may include multiple activities within their scope of work, but applicants should demonstrate that items are necessary for a complete project. If there are elements of a project that Commerce does not consider to be “stand-alone,” Commerce may recommend that a “stand alone” element of the proposed project not be funded.

The MHPG Program can support a multitude of projects of varying sizes across the state. Generally, more substantive preservation activities and projects may require feasibility or planning (including but not limited to, Historic Structure Assessments or Preliminary Architectural Reports) aspects in combination with brick-and-mortar activities. Planning components may be especially helpful when projects need to determine the architectural soundness of a structure.

Applicants may include the necessary planning components of a project in the proposal. This may include architectural assessments, feasibility studies, or basic design plans. Additionally, proposals may include the expenses to conduct a nomination to list a structure on the National Register since historic preservation rehabilitation projects are best positioned for success when using the Federal and State Historic Tax Credits. Please consult with the Montana State Historic Preservation Office for guidance on the nomination process and to determine if a structure is eligible for nomination.

The following hypothetical project application examples illustrate the various potential pathways project proposals may take using the MHPG Program:

- A local history museum requires roof repairs, ADA facility upgrades, and a climate control system for exhibit storage. The museum is taking steps toward implementing a strategy that will more prominently position the organization in the region, coordinate interpretation with other history institutions, and expand visitation through local municipal partnerships. The museum has been fundraising and uses local funds as match. The application notes the requested funds will help the institution to expedite its strategic plan and allow it to address key facility needs.
- A non-profit historical society’s building is listed on the National Register of Historic Places and has minor roof repairs to maintain the structure and to prevent any further damage. The society and the community are exploring long-term funding solutions for more substantial rehabilitation. The non-profit historical society applies for a modest amount to address immediate repair needs with the intention to apply for a larger sum in a subsequent grant cycle while it identifies other resources available for the longer-term improvements. The society

includes a request for a preliminary architectural report (PAR) in the application so that future rehabilitation will be better informed with structural and financial analysis. Match comes from a combination of society funds and a small grant from a private foundation.

- A private owner of a vacant building listed on the National Register of Historic Places has been investing significant funds over the last few months into the rehabilitation of a large two-story structure using the Federal/State Historic Tax Credit. In order to maintain the historic significance of the structure, the owner intends to find materials that best match the original windows and will incur slightly more expenses than originally anticipated. The owner works with the Town to apply to request an amount that augments these extra expenses and allows for the purchase and crafting of authentic window treatments for the building.
- A private owner recently purchased a hotel building constructed 85 years ago, but not listed on the National Register of Historic Places. The owner has plans for a mixed-use renovation and works with a local non-profit to apply for funds to complete a National Register nomination and listing process, restore the boarded-up windows, and repoint brickwork. The grant has enhanced the buildings appearance and allowed the owner to leverage Historic Tax Credits to complete the rehabilitation project. The total project, once completed, will provide needed retail and housing, supporting economic vitality in the historic downtown.

D. Project Design Considerations

Projects should strive to adhere to the *Secretary of the Interior's Standards for the Treatment of Historic Properties* and the related guidelines for preserving, rehabilitating, restoring, and reconstructing historic buildings, historic sites, structures, objects, and community districts. The standards address both exterior and interior historic building work and suggest consistent approaches to treatments and techniques that help maintain the integrity of historical resources. Choosing the most appropriate treatment for a building requires careful decision making about the historical significance of a building and taking into consideration other factors:

- **Level of Significance**
National Historic Landmarks, designated for their “exceptional significance in American history,” and other properties important for their interpretive value may be candidates for Preservation or Restoration. Rehabilitation, however, is the most commonly used treatment for most historic buildings.
- **Physical Condition**
Preservation may be appropriate if distinctive materials, features, and spaces are essentially intact and convey the building’s historical significance. If the building requires more extensive repair and replacement, or if alterations or a new addition are necessary for a new use, then Rehabilitation is probably the most appropriate treatment.
- **Proposed Use**
Many historic buildings can be adapted for a new use or updated for a continuing use without seriously impacting their historic character. However, it may be very difficult or impossible to convert some special-use properties for new uses without major alterations, resulting in loss of historic character and even integrity.
- **Code and Other Regulations**

Regardless of the treatment, regulatory requirements must be addressed. But without a sensitive design approach such work may damage a building's historic materials and negatively impact its character. Therefore, because the ultimate use of the building determines what requirements will have to be met, some potential uses of a historic building may not be appropriate if the necessary modifications would not preserve the building's historic character. This includes adaptations to address natural hazards as well as sustainability.

For more detailed guidance, please refer to the National Park Service (NPS) website [NPS Standards & Treatment Guidelines 2017](#)

IV. Eligible Funding

The amount of eligible funding is derived from the tax collections allocated in 15-68-820(3)(b) and (4)(c) and deposited into the Historic Preservation Grant Account and further carried out according to the guidance established in SB 338. The legislature must approve and award all projects.

Matching Funding Sources for MHPG Projects

Eligible applicants may apply for funding up to \$500,000 per eligible project. Match is encouraged and may increase the competitiveness of an application, but is not required unless the applicant is a for-profit entity.

A. Eligible and Ineligible Match

1. A minimum match of 25% of the total project cost is required for all for-profit applicants. Match greater than 25% may increase the competitiveness of an application from a for-profit entity. Additionally, the Division's website has information regarding other resources that may be a better fit or complement the MHPG program.
 - a. In-kind donations are not considered eligible match.
2. In order to be eligible for a MHPG project grant, matching funds must be provided by the for-profit applicant to assist in financing the total project cost. For-profit applicants do not need to secure match before applying; however, documentation of match will be required after MHPG awards are made. Additional information as to eligible match can be found in the MHPG Project Administration Manual available on the Division's website.

B. Eligible and Ineligible Reimbursable Project Expenses

Successful applicants can begin incurring eligible project costs once awarded funds through successful legislation and may request reimbursement after meeting all start-up conditions and executing a contract with Commerce. MHPG grantees are required to adhere to various laws and requirements of the State and the program. Failure to do so could result in MHPG funds not being eligible for reimbursing project activities such as professional consultant services, building material purchases, construction, etc. Applicants that plan to commence a project before it has been approved for funding should discuss their plans with the MHPG staff to ensure that they have sufficient matching funds as required by the program and do not take any steps that could violate state law or regulations. Additional information as to eligible project expenses can be found in the MHPG Project Administration Manual available on the Division website.

V. Application Submission

General Requirements

To apply for a MHPG, an eligible applicant must complete the required application information listed below by February 28, 2020. One hard copy and one electronic copy of the MHPG application, any relevant information (such as photos and nominations), and associated documents (such as plans or design documents) must be postmarked or delivered to the Department of Commerce, 301 South Park Ave., PO Box 200523, Helena MT, 59620 on or before the application date listed in these guidelines. It is preferable that electronic copy of application information and associated documents be transmitted via the file transfer service at <https://transfer.mt.gov>. Applicants will need to create an account in the transfer service, upload the files and email the transfer to DOCCDD@mt.gov prior to or by close of business on the application date listed in these guidelines. Please identify your upload(s) to include the name of the grantee in the file name.

Only one application per project is permitted each application cycle. Applications from multiple eligible applicants for the same project in any given application cycle are not allowed. This does not preclude an application for a subsequent phase in the next application cycle.

To apply for any of the funding approved through the legislative process, applicants must provide the following MHPG application information:

Appendix A: A MHPG application including responses to Statutory Criteria review criteria,

Appendix B: Completed Environmental Review forms that comply with the information in these guidelines. If the applicant is unable to complete this review by March 1, 2020, Commerce will accept the environmental information until May 1, 2020. If the Environmental Review is not completed and documentation of its completion has not been submitted to Commerce by May 1, 2020; the application will be considered incomplete, and;

Associated Documents: As applicable, relevant information and associated documents. Please note this information cannot exceed 25 MB in total, except for a formal Preliminary Architectural Report, Historic Structure Assessments or similar reports.

Environmental Review

Montana Historic Preservation Grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant for each project proposed for MHPG funding.

For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision Making*,

at: <http://leg.mt.gov/css/Publications/environmental/default.asp> or
<http://leg.mt.gov/css/services%20division/lepo/mepa/mepaforpublic.asp>

All necessary environmental review of the proposed project is recommended to be completed prior to submission of the application for grant funding. Commerce will accept applications on February 28, 2020 without a completed environmental review process documentation, as long as the applicant submits documentation of a completed environmental review process by May 1, 2020. Any application received

on February 28, 2020 without documentation that the environmental review process has been completed, must complete the environmental review process and submit documentation to Commerce no later than May 1, 2020 or risk being determined incomplete by Commerce.

To document completion of the environmental review process the applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting. Please see Appendix B for a more complete discussion of the environmental review process.

VI. Award Process

Commerce staff has no decision-making authority over any application. Commerce only provides recommendations to the legislature that are advisory. Commerce staff will review applications based on the extent to which the proposed project relates to each of the six (6) statutory criteria found in SB 338 and listed below. To facilitate Commerce's review, applications should be organized according to the appendix format outlined in the Application Submission section of these guidelines. The applicant may not submit any additional information after the application deadline, unless requested by Commerce staff or is part of the Environmental Review process, in order to clarify information already presented in the application.

SB 338 Statutory Criteria:

- a) The degree to which the project supports economic stimulus or economic activity, including job creation and work creation for Montana contractors and service workers;
- b) The degree to which the project activity can demonstrate the purpose and need of the project. This includes whether it provides features that establish or enhance security, climate control, or fire protection for museums or address infrastructure, maintenance, or building code issues for museums, historical societies, or historic sites;
- c) The degree to which timing of the project can be completed without delay, including access to matching funds and approval of permits, if needed;
- d) The degree to which the project activity contributes historic or heritage value related to the State of Montana;
- e) The degree to which the applicant demonstrates a successful track record or experience of the organization directing the project; and,
- f) The degree to which the project's expected ongoing economic benefit to the state as a result of the project completion.

To prepare the recommendations, Commerce will review all applications in consultation with the Tourism Advisory Council (TAC) and the State Historic Preservation Office (SHPO), before they are submitted to the legislature, as indicated below. Commerce may allow outside technical review of applications by other public or private agencies or professionals when deemed necessary to assure adequate review. Commerce may take additional information into account based upon Commerce's or other agency's knowledge about a proposed project or community in the scoring of an application.

Commerce will prepare its recommendations, present them to the legislature by the 15th day of the regular legislative session. The legislature will make the funding decisions.

Consultation with the TAC and SHPO will include the following steps:

1. An initial list of applications will be provided to both TAC and SHPO, as well as being posted on the Division's website
2. Electronic access to the applications submitted for MHPG funding will be provided to TAC and SHPO
3. Commerce will review all the applications in consultation with TAC and SHPO, after which, Commerce will make recommendations to the legislature on each proposal submitted to the Department.
4. Any consultation information will be included with the Commerce Recommendation Report that will be made available online and/or provided to the Legislative Appropriations Committee, no later than the 15th day of the regular legislative session.

VII. Project Administration

Please see the Project Administration Manual on the Division website for information on how to administer a MHPG project. Projects must be completed in accordance with the applicable rules or the grantee risks losing the grant.

Changes to an Awarded Project

Commerce cannot approve amendments to the scope of work or budget affecting priority activities or improvements that would materially alter the intent and circumstances under which the application was originally recommended by Commerce and approved through the legislative process. Significant changes to the scope of work or budget could jeopardize the continued funding of the project using MHPG funds if Commerce determines that the proposed amendments could "materially alter the intent and circumstances" under which the project was originally approved. Grantees that request a modification that significantly affects the scope of work or budget for an awarded MHPG eligible project, that is already under contract, must have their proposed modification presented to the Legislature for its approval at the next regular legislative session.

APPENDIX A

MHPG Application and Statutory Review Criteria

The following section lists the six (6) statutory criteria used to score and recommend proposed projects, along with the criteria that will be considered by Commerce in evaluating each applicant's response. MHPG applicants are required to submit Section 1 of the application and include a signature of the authorized representative of the applicant. MHPG applicants are required to submit Section 2 of the application and include narrative responses that describe the relationship of their proposed MHPG project to each of the statutory criteria, except where noted otherwise. Each application will be scored based upon the extent to which the proposed project is consistent with each statutory criterion, using the point levels identified within each criterion where a score of one (1) is the lowest score possible.

Narrative responses should adequately explain the proposed project as concisely as possible; however, the applicant may use as many pages as necessary. Only information pertaining directly to the proposal and the MHPG Statutory Criteria should be included. Relevant information and associated documents that are submitted with a MHPG Program application cannot exceed 25 MB in total, except for a formal Preliminary Architectural Report, Historic Structure Assessments or similar reports.

In order to avoid unnecessary duplication, the applicant can reference other pertinent portions of the application or appendices in the narrative responses to the priorities. However, the applicant should not reference another portion of the application, such as the PAR, without including a narrative statement that provides at least a summary of what is being referenced. For example, an applicant should not simply state, "See page 4 of the Preliminary Architectural Report" as a response to a statutory criterion.

The following general definitions are applied to all non-technical ranking criteria relative to the overall quality of the applicant's response or situation and relative to the ranking criteria and applicable special requirements.

LEVEL 5: The applicant provides a very complete narration that thoroughly addresses the overall criterion, applicable ranking issues, and minimum requirements, including very complete substantive supporting documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered exemplary, particularly innovative, or to be extremely consistent with the intent of the ranking criterion. There are no ranking issues of any significance that were not completely addressed.

LEVEL 4: The applicant provides a solid narration addressing the overall criterion, applicable ranking issues, and minimum requirements, with strong documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered above average, very thorough, or to be very consistent with the intent of the ranking criterion. A "LEVEL 4" score would not reflect the level of excellence or be as consistent with the intent of the ranking criterion as a "LEVEL 5" would be. The application may not have completely addressed some ranking issues, but these were considered to be minor concerns.

LEVEL 3: The applicant provides an adequate narrative addressing the overall criterion, applicable ranking issues, and minimum requirements, with acceptable documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered average, adequate, or to be generally consistent with the intent of the ranking criterion. The application meets the minimum requirements for responding to the criterion and

has documented compliance with the special requirements that are pertinent to the ranking criterion; however, the application may not have adequately considered some ranking issues that may be potentially important.

LEVEL 2: The applicant provides some narration addressing the overall criterion, ranking issues, and minimum requirements, but may have provided weak or inadequate responses and/or documentation to clearly or completely support its claims or compliance with a requirement. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered below average, inadequate, or not entirely consistent with the intent of the ranking criterion. The application has not met all the minimum requirements for responding to the ranking criterion or has not complied with all the special requirements that are pertinent to the ranking criterion. The application may not have been complete or did not consider or adequately address some ranking issues that are considered to be important.

LEVEL 1: The application presents serious weaknesses in the narrative responses to the ranking criterion, ranking issues, and lack critical supporting documentation, or fails to adequately document compliance with one or more of the criterion. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered very weak, seriously inadequate or inconsistent with the intent of the ranking criterion. The application either did not address or did not provide sufficient information regarding several critical ranking issues.

MHPG Application Section I.

1. **Applicant:** _____
2. **Property Owner (if different from applicant):** _____
3. **Authorized Representative of Applicant:** _____ Title: _____
Address: _____ City: _____ Zip Code: _____
Phone: _____ E-mail: _____
4. **Primary Contact:** _____ Title: _____
Address: _____ City: _____ Zip Code: _____
Phone: _____ E-mail: _____

5. Project Type: Please select one type under the appropriate eligible project type

Historic Site: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue
☐ Security ☐ Climate Control ☐ Fire Protection

Historical Society: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue
☐ Security ☐ Climate Control ☐ Fire Protection

History Museum: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue
☐ Security ☐ Climate Control ☐ Fire Protection

5. Grant Funding Request Information Amount Requested: \$ _____ Total Amount of Leverage: \$ _____ Total Project Cost: \$ _____			6. Project Address: Physical Address: _____ City: _____	
7. Funding Sources				
Source	Type of Funds	Amount	Status of Commitment (provide documentation as applicable)	Rates and Terms (if applicable)
MT Historic Preservation Grant	Grant			

8. Brief Description of current project and proposed solution or activity to be completed

a. Background and project (please provide narrative response):

b. Description of proposed solution (please provide narrative response):

9. Certification to Submit:

The undersigned authorized representative hereby certifies that (a) the information set forth in this application is correct to the best of his/her knowledge; (b) s/he has received, read, and understood these guidelines and agrees to comply with all requirements; (c) the elected officials of the local government have formally authorized the submittal of this application, as applicable; (d) s/he has the authority to act on behalf of the applicant in submitting this application, and (e) agrees to comply with all applicable state or federal laws and statutes associated with carrying out the project.

Signature

Date

Printed Name and Title

MHPG Application Section II.

Applicants are required to provide narrative responses to each of the statutory criteria, unless otherwise specifically permitted.

STATUTORY CRITERIA - A

up to 250 in Possible Points

The degree to which a project supports economic stimulus or economic activity, including job creation and work creation for Montana contractors and service workers.

As applicable to the proposed project, address the following in your response:

1. Describe how your project will have an economic impact in the following areas:
 - job creation for Montana contractors, service workers, and other related jobs;
 - local economy and;
 - increased tourism.
2. Describe how your project relates to community goals and previous or concurrent planning efforts (downtown revitalization plan, growth policy, historic preservation plan, economic development strategy, etc.).

STATUTORY CRITERIA - B

up to 200 in Possible Points

The degree to which the project activity can demonstrate the purpose and need. This includes the relevancy of whether the project activity provides features that establish or enhance security, climate control, or fire protection for museums or address infrastructure, maintenance, or building code issues for museums, historical societies, or historic sites.

As applicable to the proposed project, address the following in your response:

1. Describe the current use and condition of the historic resource.
2. Describe the deficiency the proposed project will address and how this has impacted the historic resource. Please also explain the duration of time the deficiency has existed.
3. Describe how the proposed project will address the identified deficiency.
4. Describe how receiving MHPG funding will enable proper completion of the proposed project and enable the long-term financial stability of the resource.
5. Describe how the proposed project was selected and prioritized in relation to plans to preserve and maintain the historic resource.

STATUTORY CRITERIA - C**up to 150 in Possible Points**

The degree to which timing of the project can be completed without delay, including access to matching funds and approval of permits, if needed.

As applicable to the proposed project, address the following in your response:

1. Describe the organization's capacity and ability to complete the proposed project in a timely manner.
2. Describe the status and availability of all matching funds needed to complete the proposed project.
3. Describe how receipt of MHPG funding will enable the ability to leverage additional funding such as grants, loans, and Historic Tax Credits.
4. Describe any potential timeline considerations that are related to permits, environmental considerations or related activities to complete the proposed project.

STATUTORY CRITERIA - D**up to 250 in Possible Points**

The degree to which the project activity contributes historic or heritage value related to the state of Montana.

As applicable to the proposed project, address the following in your response:

1. Describe the historical context and significance of the historic resource associated with the proposed project including:
 - Heritage value related to the state of Montana;
 - the value of the resource to the local community; and
 - any relevant designations or listings.
2. Describe how the proposed project will sustain the character defining features and integrity of the historic resource.
3. Describe how the proposed project will help promote and interpret the heritage value of the historic resource.

STATUTORY CRITERIA - E**up to 100 in Possible Points**

The degree to which the applicant demonstrates successful track record or experience of the organization directing the project or similarly related projects.

As applicable to the proposed project, address the following in your response:

1. Describe the organizational capacity and experience with similar projects of all project partners. Please identify the entity that will administer the grant.

2. Describe your organization's most recent project, specifically identifying
 - any significant barriers or impediments and how your organization overcame them;
 - any project delays;
 - any changes to the budget.
3. Please provide a copy of your organization's most recent audit. Please discuss if there were any unresolved audit issues.

STATUTORY CRITERIA - F

up to 150 in Possible Points

The degree to which the project has ongoing economic benefit to the state as a result of project completion.

1. Describe the ongoing economic impact of the proposed project to the local or regional area as a result of project completion.
2. Describe the ongoing economic impact of the proposed project to Montana as a result of project completion.
3. Describe if this project will enable future phases and detail how such subsequent work will provide an economic benefit as a result of project completion.
4. Please describe your long-term vision for the historic resource and explain how this project fits into organizational plans (strategic, interpretive, business, outreach, etc.).
 - a. Will this project decrease your operating costs, and, if applicable, how will those savings be reinvested?

Sample Project Budget

Please adjust the budget rows and columns to accurately reflect the use of MHPG and matching MHPG funding that will contribute to the completion of project activities.

BUDGET for: _____		Date: _____		
(Project Title)				
	SOURCE: MHPG	SOURCE: Match (Identify)	SOURCE:	TOTAL
Professional Consultant Activities				
Permitting				
Construction Costs				
Building Materials				
Other (Describe)				
TOTAL PROJECT BUDGET	\$	\$	\$	\$

Sample Implementation Schedule

Please adjust the Implementation schedule of tasks to accurately reflect the completion of project activities.

TASK	MONTH / YEAR
ADVERTISEMENT FOR PROFESSIONAL SERVICES	
Publish RFP	
Select firm	
Professional services Draw	
MAJOR ACTIVITIES/MILESTONES (BELOW ARE EXAMPLES. PLEASE CHANGE AS NECESSARY FOR THE PROPOSED PROJECT.)	
Construction bidding	
Select contractor	
Construction	
Substantial completion	
Project Closeout	
Drawdowns	
Submit draft report and request first drawdown of funds	
Submit final report and request final drawdown of funds	

Environmental Overview

Montana Historic Preservation Grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant for each project proposed for MHPG funding.

For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision Making*, at:

<http://leg.mt.gov/css/Publications/environmental/default.asp> or
<http://leg.mt.gov/css/services%20division/lepo/mepa/mepaforpublic.asp>

All necessary environmental review of the proposed project is recommended to be completed prior to submission of the application for grant funding. Any application received without documentation that the environmental review process has been completed, must complete the environmental review process and submit documentation to Commerce no later than May 1, 2020 or risk being determined incomplete by Commerce.

To document completion of the environmental review process the applicant must follow Appendix B on our website. Applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting. In order to complete the environmental review process the applicant may need to complete Appendix B-1 and B-2.

Please refer to our website for Appendix B, B-1, and B-2 to document the environment review process, including the Environmental Review Form and the Environmental Review Checklist.
<https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>

APPENDIX A

MHPG Application and Statutory Review Criteria

The following section lists the six (6) statutory criteria used to score and recommend proposed projects, along with the criteria that will be considered by Commerce in evaluating each applicant's response. MHPG applicants are required to submit Section 1 of the application and include a signature of the authorized representative of the applicant. MHPG applicants are required to submit Section 2 of the application and include narrative responses that describe the relationship of their proposed MHPG project to each of the statutory criteria, except where noted otherwise. Each application will be scored based upon the extent to which the proposed project is consistent with each statutory criterion, using the point levels identified within each criterion where a score of one (1) is the lowest score possible.

Narrative responses should adequately explain the proposed project as concisely as possible; however, the applicant may use as many pages as necessary. Only information pertaining directly to the proposal and the MHPG Statutory Criteria should be included. Relevant information and associated documents that are submitted with a MHPG Program application cannot exceed 25 MB in total, except for a formal Preliminary Architectural Report, Historic Structure Assessments or similar reports.

In order to avoid unnecessary duplication, the applicant can reference other pertinent portions of the application or appendices in the narrative responses to the priorities. However, the applicant should not reference another portion of the application, such as the PAR, without including a narrative statement that provides at least a summary of what is being referenced. For example, an applicant should not simply state, "See page 4 of the Preliminary Architectural Report" as a response to a statutory criterion.

The following general definitions are applied to all non-technical ranking criteria relative to the overall quality of the applicant's response or situation and relative to the ranking criteria and applicable special requirements.

LEVEL 5: The applicant provides a very complete narration that thoroughly addresses the overall criterion, applicable ranking issues, and minimum requirements, including very complete substantive supporting documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered exemplary, particularly innovative, or to be extremely consistent with the intent of the ranking criterion. There are no ranking issues of any significance that were not completely addressed.

LEVEL 4: The applicant provides a solid narration addressing the overall criterion, applicable ranking issues, and minimum requirements, with strong documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered above average, very thorough, or to be very consistent with the intent of the ranking criterion. A "LEVEL 4" score would not reflect the level of excellence or be as consistent with the intent of the ranking criterion as a "LEVEL 5" would be. The application may not have completely addressed some ranking issues, but these were considered to be minor concerns.

LEVEL 3: The applicant provides an adequate narrative addressing the overall criterion, applicable ranking issues, and minimum requirements, with acceptable documentation to support its claims. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered average, adequate, or to be generally consistent with the intent of the ranking criterion. The application meets the minimum requirements for responding to the criterion and

has documented compliance with the special requirements that are pertinent to the ranking criterion; however, the application may not have adequately considered some ranking issues that may be potentially important.

LEVEL 2: The applicant provides some narration addressing the overall criterion, ranking issues, and minimum requirements, but may have provided weak or inadequate responses and/or documentation to clearly or completely support its claims or compliance with a requirement. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered below average, inadequate, or not entirely consistent with the intent of the ranking criterion. The application has not met all the minimum requirements for responding to the ranking criterion or has not complied with all the special requirements that are pertinent to the ranking criterion. The application may not have been complete or did not consider or adequately address some ranking issues that are considered to be important.

LEVEL 1: The application presents serious weaknesses in the narrative responses to the ranking criterion, ranking issues, and lack critical supporting documentation, or fails to adequately document compliance with one or more of the criterion. The Applicant's response to the ranking criterion (or the Applicant's actions or situation relative to the ranking criterion) is considered very weak, seriously inadequate or inconsistent with the intent of the ranking criterion. The application either did not address or did not provide sufficient information regarding several critical ranking issues.

MHPG Application Section I.

1. **Applicant:** _____
2. **Property Owner (if different from applicant):** _____
3. **Authorized Representative of Applicant:** _____ Title: _____
Address: _____ City: _____ Zip Code: _____
Phone: _____ E-mail: _____
4. **Primary Contact:** _____ Title: _____
Address: _____ City: _____ Zip Code: _____
Phone: _____ E-mail: _____

5. Project Type: Please select one type under the appropriate eligible project type

Historic Site: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue
☐ Security ☐ Climate Control ☐ Fire Protection

Historical Society: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue
☐ Security ☐ Climate Control ☐ Fire Protection

History Museum: ☐ Infrastructure ☐ Maintenance ☐ Building Code Issue
☐ Security ☐ Climate Control ☐ Fire Protection

5. Grant Funding Request Information Amount Requested: \$ _____ Total Amount of Leverage: \$ _____ Total Project Cost: \$ _____			6. Project Address: Physical Address: _____ City: _____	
7. Funding Sources				
Source	Type of Funds	Amount	Status of Commitment (provide documentation as applicable)	Rates and Terms (if applicable)
MT Historic Preservation Grant	Grant			

8. Brief Description of current project and proposed solution or activity to be completed

a. Background and project (please provide narrative response):

b. Description of proposed solution (please provide narrative response):

9. Certification to Submit:

The undersigned authorized representative hereby certifies that (a) the information set forth in this application is correct to the best of his/her knowledge; (b) s/he has received, read, and understood these guidelines and agrees to comply with all requirements; (c) the elected officials of the local government have formally authorized the submittal of this application, as applicable; (d) s/he has the authority to act on behalf of the applicant in submitting this application, and (e) agrees to comply with all applicable state or federal laws and statutes associated with carrying out the project.

Signature

Date

Printed Name and Title

MHPG Application Section II.

Applicants are required to provide narrative responses to each of the statutory criteria, unless otherwise specifically permitted.

STATUTORY CRITERIA - A

up to 150 in Possible Points

The degree to which a project supports economic stimulus or economic activity, including job creation and work creation for Montana contractors and service workers.

As applicable to the proposed project, address the following in your response:

1. Describe how your project will have an economic impact in the following areas:
 - job creation for Montana contractors, service workers, and other related jobs;
 - local economy and;
 - increased tourism.
2. Describe how your project relates to community goals and previous or concurrent planning efforts (downtown revitalization plan, growth policy, historic preservation plan, economic development strategy, etc.).

STATUTORY CRITERIA - B

up to 200 in Possible Points

The degree to which the project activity can demonstrate the purpose and need. This includes the relevancy of whether the project activity provides features that establish or enhance security, climate control, or fire protection for museums or address infrastructure, maintenance, or building code issues for museums, historical societies, or historic sites.

As applicable to the proposed project, address the following in your response:

1. Describe the current use and condition of the historic resource.
2. Describe the deficiency the proposed project will address and how this has impacted the historic resource. Please also explain the duration of time the deficiency has existed.
3. Describe how the proposed project will address the identified deficiency.
4. Describe how receiving MHPG funding will enable proper completion of the proposed project and enable the long-term financial stability of the resource.
5. Describe how the proposed project was selected and prioritized in relation to plans to preserve and maintain the historic resource.

STATUTORY CRITERIA - C**up to 150 in Possible Points**

The degree to which timing of the project can be completed without delay, including access to matching funds and approval of permits, if needed.

As applicable to the proposed project, address the following in your response:

1. Describe the organization's capacity and ability to complete the proposed project in a timely manner.
2. Describe the status and availability of all matching funds needed to complete the proposed project.
3. Describe how receipt of MHPG funding will enable the ability to leverage additional funding such as grants, loans, and Historic Tax Credits.
4. Describe any potential timeline considerations that are related to permits, environmental considerations or related activities to complete the proposed project.

STATUTORY CRITERIA - D**up to 250 in Possible Points**

The degree to which the project activity contributes historic or heritage value related to the state of Montana.

As applicable to the proposed project, address the following in your response:

1. Describe the historical context and significance of the historic resource associated with the proposed project including:
 - Heritage value related to the state of Montana;
 - the value of the resource to the local community; and
 - any relevant designations or listings.
2. Describe how the proposed project will sustain the character defining features and integrity of the historic resource.
3. Describe how the proposed project will help promote and interpret the heritage value of the historic resource.

STATUTORY CRITERIA - E**up to 100 in Possible Points**

The degree to which the applicant demonstrates successful track record or experience of the organization directing the project or similarly related projects.

As applicable to the proposed project, address the following in your response:

1. Describe the organizational capacity and experience with similar projects of all project partners. Please identify the entity that will administer the grant.

2. Describe your organization's most recent project, specifically identifying
 - any significant barriers or impediments and how your organization overcame them;
 - any project delays;
 - any changes to the budget.
3. If available, please provide a copy of your organization's most recent audit. Please discuss if there were any unresolved audit issues.

STATUTORY CRITERIA - F

up to 250 in Possible Points

The degree to which the project has ongoing economic benefit to the state as a result of project completion.

1. Describe the ongoing economic impact of the proposed project to the local or regional area as a result of project completion.
2. Describe the ongoing economic impact of the proposed project to Montana as a result of project completion.
3. Describe if this project will enable future phases and detail how such subsequent work will provide an economic benefit as a result of project completion.
4. Please describe your long-term vision for the historic resource and explain how this project fits into organizational plans (strategic, interpretive, business, outreach, etc.).
 - a. Will this project decrease your operating costs, and, if applicable, how will those savings be reinvested?

Sample Project Budget

Please adjust the budget rows and columns to accurately reflect the use of MHPG and matching MHPG funding that will contribute to the completion of project activities.

BUDGET for: _____		Date: _____		
(Project Title)				
	SOURCE: MHPG	SOURCE: Match (Identify)	SOURCE:	TOTAL
Professional Consultant Activities				
Permitting				
Construction Costs				
Building Materials				
Other (Describe)				
TOTAL PROJECT BUDGET	\$	\$	\$	\$

Sample Implementation Schedule

Please adjust the Implementation schedule of tasks to accurately reflect the completion of project activities.

TASK	MONTH / YEAR
ADVERTISEMENT FOR PROFESSIONAL SERVICES	
Publish RFP	
Select firm	
Professional services Draw	
MAJOR ACTIVITIES/MILESTONES (BELOW ARE EXAMPLES. PLEASE CHANGE AS NECESSARY FOR THE PROPOSED PROJECT.)	
Construction bidding	
Select contractor	
Construction	
Substantial completion	
Project Closeout	
Drawdowns	
Submit draft report and request first drawdown of funds	
Submit final report and request final drawdown of funds	

Environmental Overview

Montana Historic Preservation Grants are a state action subject to the Montana Environmental Policy Act (MEPA). MEPA specifies three different levels of environmental review, based on the significance of the potential impacts. The levels are: (1) exempt or excluded from MEPA review; (2) environmental assessment (EA), and (3) environmental impact statement (EIS). The following outlines the environmental review process that must be completed by the applicant for each project proposed for MHPG funding.

For detailed information on MEPA, see *A Guide to the Montana Environmental Policy Act*, or *A Citizen's Guide to Public Participation in Environmental Decision Making*, at:

<http://leg.mt.gov/css/Publications/environmental/default.asp> or
<http://leg.mt.gov/css/services%20division/lepo/mepa/mepaforpublic.asp>

All necessary environmental review of the proposed project is recommended to be completed prior to submission of the application for grant funding. Any application received without documentation that the environmental review process has been completed, must complete the environmental review process and submit documentation to Commerce no later than May 1, 2020 or risk being determined incomplete by Commerce.

To document completion of the environmental review process the applicant must follow Appendix B on our website. Applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting. In order to complete the environmental review process the applicant may need to complete Appendix B-1 and B-2.

Please refer to our website for Appendix B, B-1, and B-2 to document the environment review process, including the Environmental Review Form and the Environmental Review Checklist.
<https://comdev.mt.gov/Programs-and-Boards/Montana-Historic-Preservation-Grant>

Appendix B

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To document completion of the environmental review process the applicant must provide documentation of the completed environmental review process and include with all documentation of the public review process, including but not limited to, the public notice for and minutes of a public hearing at which the environmental review was discussed, the public comments received, and the final decision on the environmental determination made during a public meeting.

Statutory or Categorical Exemptions

Certain actions are exempt from MEPA review, either because they have been specifically exempted by the statute or, because of their special nature, do not normally have a significant effect on the environment. The following types of actions are statutorily exempt from MEPA review under ARM 8.2.304(5):

- Administrative actions (routine clerical or similar functions, including but not limited to administrative procurement, contracts for consulting services, or personnel actions);
- Minor repairs, operations, and maintenance of existing equipment or facilities;
- Investigation and enforcement; data collection activities; inspection of facilities or enforcement of environmental standards;
- Ministerial actions (in which the agency exercises no discretion and rather acts upon a given state of facts in a prescribed manner);
- Actions that are primarily social or economic in nature and that do not otherwise affect the human environment;

The following types of actions are categorically exempted from MEPA review under ARM 8.2.328(2):

- Projects that will be partially funded by, or for which the applicant must obtain a permit from, a state or federal agency which, by reason of its funding or permitting function, has primary responsibility to consider the environmental impacts of the project under MEPA or the National Environmental Policy Act;
- Activities which do not involve or lead directly to construction, such as planning studies, scientific

research and analysis, surveys, or engineering;

- Projects primarily involving the acquisition of capital equipment;
- Projects that involve only minor repairs or rehabilitation to an existing facility, including functional replacement of an existing facility or facility components;
- Projects where the footprint of the proposed structures, pipelines, or other infrastructure would be substantially unchanged from existing conditions, and there is no increase in the population served by the facility; or
- Emergency repairs, reconstruction, restoration, retrofitting, or replacement of an existing facility that is in operation or under construction when damaged and the action:
 - (i) occurs within the existing facility footprint and in a manner that substantially conforms to the preexisting design, function, and location as the original (which may include upgrades to meet existing codes and standards as well as upgrades warranted to address conditions that have changed since the original construction); and
 - (ii) is commenced within six months after the date of the emergency.

If the proposed project qualifies for an exemption, then the applicant should submit documentation that the environmental process (including public review process) is complete and the applicant has formally approved its determination that the project qualifies for an exemption. Applicants must submit relevant documentation and the Environmental Review Form (Appendix B-1) to Commerce. An exemption may not be appropriate if significant public controversy exists over the project's potential effect on the quality of the human environment; the proposed project shows some potential for causing a significant effect on the quality of the human environment; or the project might possibly affect sensitive environmental or cultural resource areas or endangered or threatened species and their critical habitats.

Environmental Assessment (EA)

An EA is a written analysis of a proposed action to determine whether an EIS is required or is needed to serve one or more of the other purposes described in ARM 8.2.304(2). Normally, a thoroughly completed Environmental Checklist and responses to the six questions contained in the Environmental Review Form (see below) will suffice as the draft EA for public review and comment, and may then be revised as necessary to constitute the final EA. Anyone authorized to perform work on behalf of the applicant may prepare the draft EA, using all available information and evidence. The applicant's authorized representative must sign the draft EA, and the final environmental determination must be made by the applicant's representatives or board. Preparation of an EA ensures the fullest appropriate opportunity for public review and comment on a proposed action, including alternatives and planned mitigation, and examines and documents the effects of a proposed action on the quality of the human environment. The EA also allows the project proponent to determine the need to prepare an EIS through an initial evaluation and determination of the significance of impacts associated with a proposed action.

In addition, an applicant may prepare an EA whenever the proposed action is one that might normally require an EIS, but the significant effects of the project appear to be mitigated below the level of significance through design, enforceable controls, and/or conditions imposed by the agency or other government agencies. For an EA to suffice in this instance, the applicant must determine that all of the impacts of the proposed action have been accurately identified, that they will be mitigated below the level of significance, and that no significant impact is likely to occur. The applicant may not consider compensation for purposes of determining that impacts have been mitigated below the level of significance.

An EA is a public document and may be inspected upon request. Any person may obtain a copy of an EA by making a request to the applicant. **The applicant shall submit a copy of each completed EA (Appendix B-2), Environmental Review Form (Appendix B-1) and related documentation to Commerce as a part of the grant application.** The applicant is responsible for providing public review of an EA as necessary to match the complexity and seriousness of environmental issues associated with a proposed action and the level of public interest in the action. Methods of accomplishing public review include publishing a news release or legal notice to announce the availability of an EA, summarizing its content and soliciting public comment; holding public meetings or hearings; maintaining mailing lists of persons interested in a particular action or type of action and notifying them of the availability of EAs on such actions; and distributing copies of EAs for review and comment. Where an action is one that normally requires an EIS, but effects that otherwise might be deemed significant are mitigated in the project proposal or by controls imposed by the applicant, public involvement must include the opportunity for public comment, a public meeting or hearing, and adequate notice. The applicant is responsible for determining appropriate methods to ensure adequate public review on a case-by-case basis.

The applicant shall consider all substantive comments received in response to a draft EA and decide, at a public meeting, that either:

1. that an EIS is necessary;
2. that the EA did not adequately reflect the issues raised by the proposed action and must be revised; or
3. that an EIS is not necessary, and make a final decision on the proposed action (executing the contract with Commerce to receive Montana Historic Preservation Grant Program funds for the grantee's project).

The applicant must provide a copy of the Final EA (Appendix B-2) to Commerce with documentation of public review, opportunity for public comment, a final decision on the EA at a public meeting, and the Environmental Review Form (Appendix B-1).

Any time the applicant proposes substantial changes to the project affecting the original EA, the grant recipient must repeat its environmental review for the revisions to the project, assuring the environmental impacts of the revised project are adequately identified, addressed by the grantee, and any necessary public review provided. When completed, the applicant must follow the original process and again provide environmental documents to Commerce.

Environmental Impact Statement (EIS)

An EIS is required whenever an EA indicates that an EIS is necessary, or an applicant proposes an action that may significantly affect the quality of the human environment (a “major action”).

MEPA and Commerce’s rules require that a draft EIS circulated for public review must contain all of the following:

1. a description of the proposed action, including its purpose and benefits;
2. a listing of any state, local, or federal agencies that have overlapping or additional jurisdiction and a description of their responsibility for the proposed action;
3. a description of the current environmental conditions in the area affected by the proposed action or alternatives, including maps and charts, whenever appropriate;
4. a description of the impacts on the quality of the human environment of the proposed action, including: direct, indirect, and cumulative impacts; potential growth-inducing or growth-inhibiting impacts; irreversible and irretrievable commitments of environmental resources, including land, air, water and energy; economic and environmental benefits and costs of the proposed action; and the relationship between local short-term uses of man's environment and the effect on maintenance and enhancement of the long-term productivity of the environment;
5. an analysis of reasonable alternatives to the proposed action, including the alternative of no action and other reasonable alternatives that may or may not be within the jurisdiction of the agency to implement, if any;
6. a discussion of mitigation, stipulations, or other controls committed to and enforceable by the applicant or other government agency;
7. a discussion of any compensation related to impacts stemming from the proposed action;
8. an explanation of the tradeoffs among the reasonable alternatives;
9. the applicant’s preferred alternative on the proposed action, if any, and its reasons for the preference;
10. a section on consultation and preparation of the EIS that includes the names of those individuals or groups responsible for preparing the EIS; a listing of other agencies, groups, or individuals who were contacted or contributed information; and a summary list of source materials used in the preparation of the draft EIS;

11. a summary of the draft EIS; and

12. other sections that may be required by other statutes in a comprehensive evaluation of the proposed action, or by the National Environmental Policy Act or other federal statutes governing a cooperating federal agency.

Following preparation of a draft EIS, the applicant must distribute copies to the Governor; Commerce; the Environmental Quality Council; appropriate state and federal agencies; and all persons who have requested copies. The applicant must allow 30 days for public comment on the EIS, which may be extended an additional 30 days at the discretion of the applicant or upon application of any person for good cause. When preparing a joint EIS with a federal agency or agencies, the applicant may also extend this period in accordance with time periods specified in regulations that implement the National Environmental Policy Act.

After the time for public comment and review has expired, the applicant must prepare a Final EIS for approval at a public meeting, which must also contain:

1. a summary of major conclusions and supporting information from the draft EIS and the responses to substantive comments received on the draft EIS, stating specifically where such conclusions and information were changed from those which appeared in the draft;
2. a list of all sources of written and oral comments on the draft EIS, including those obtained at public hearings, and, unless impractical, the text of comments received by the applicant (in all cases, a representative sample of comments must be included);
3. the applicant responses to substantive comments, including an evaluation of the comments received and disposition of the issues involved;
4. data, information, and explanations obtained subsequent to circulation of the draft; and
5. the applicant recommendation, preferred alternative, or proposed decision together with an explanation of the reasons.

The applicant must distribute copies of the Final EIS to the Governor; Commerce; the Environmental Quality Council; appropriate state and federal agencies; all persons who submitted comments on or received a copy of the draft EIS; and all other members of the public upon request.

The applicant may not make a final decision on the proposed action being evaluated in a Final EIS (executing the contract with Commerce to receive Montana Historic Preservation Grant Program funds for the grantee's project) until 15 days from the date of transmittal of the Final EIS to the Governor and Environmental Quality Council. Until the applicant reaches its final decision on the proposed action, no action concerning the proposal may be taken that would have an adverse environmental impact or limit the applicant's choice of reasonable alternatives, including the no-action alternative.

Any time the applicant proposes substantial changes to the project affecting the original EIS, the applicant must repeat its environmental review for the revisions to the project, assuring the environmental impacts of the revised project are adequately identified, addressed by the grantee, and any necessary public review provided. When completed, the applicant must follow the original process and again provide environmental documents to Commerce.

Additional Environmental Considerations

MHPG applicants are responsible for compliance with all applicable state environmental requirements. Some of the other state environmental requirements that *may* apply to Montana Historic Preservation Grant Program projects include:

- ☐ Stream Protection Act, Title 87, Chapter 5, Part 5, MCA
- ☐ Montana Solid Waste Management Act, Title 75, Chapter 10, Part 2, MCA
- ☐ Clean Air Act of Montana, Title 75, Chapter 2, MCA
- ☐ Water Quality Act, Title 75, Chapter 5, MCA
- ☐ Public Water Supplies, Distribution and Treatment, Title 75, Chapter 6, MCA
- ☐ Floodplain and Floodway Management, Title 76, Chapter 5, MCA
- ☐ The Montana State Antiquities Act, Title 22, Chapter 3, MCA
- ☐ The Montana Sage Grouse Habitat Conservation Program and Conservation Strategy, Executive Orders 10-2014 and 12-2015 and Chapter 445, Laws 2015 (SB 261) <https://sagegrouse.mt.gov/>

Some of the environmental permits that may be required on your project from other state agencies include the following:

- ☐ Asbestos Control Program – contact the Department of Environmental Quality (DEQ).
- ☐ Montana Stream Protection Act (SPA 124 Permit) – contact the Montana Department of Fish, Wildlife and Parks at 444-2449.
- ☐ Montana Floodplain and Floodway Management Act (Floodplain Development Permit) – contact the Montana Department of Natural Resources and Conservation at 444-0860 or the local floodplain

administrator.

- ☐ Federal Clean Water Act (404 Permit) – contact the U.S. Army Corps of Engineers in Helena at 441-1375.
- ☐ Short-Term Water Quality Standard for Turbidity (318 Authorization) – contact the Montana Department of Environmental Quality at 444-3080.
- ☐ Montana Water Use Act (Water Right Permit and Change Authorization) – contact the Montana Department of Natural Resources and Conservation at 444-6667 or the local DNRC Water Resources Regional Office. A useful website regarding water rights can be found at http://www.dnrc.mt.gov/wrd/water_rts/default.asp.
- ☐ Stormwater Discharge General Permits and/or Montana Pollutant Discharge Elimination System (MPDES Permit) – contact the Montana Department of Environmental Quality at 444-3080.
- ☐ Please check the DNRC website for a copy of “A Guide to Stream Permitting in Montana.” Their web address is http://dnrc.mt.gov/permits/stream_permitting/default.asp.
- ☐ Cultural Resource Survey – You may need to perform a cultural resource survey for your project. The State Historic Preservation Office (SHPO) can be reached at 444-7715 for more information. There is guidance for consulting with SHPO at <http://mhs.mt.gov/shpo/archaeology/consultingwith.asp>.

**Appendix B-I
Environmental Review Form**

On a separate piece of paper, please answer the following as they apply to your proposed project:

1. **Alternatives:** Describe reasonable alternatives to the project.
2. **Mitigation:** Identify any enforceable measures necessary to reduce any impacts to an insignificant level.
3. **Is an EA or Environmental Impact Statement (EIS) required?** Describe whether or not an EA or EIS is required and explain in detail why or why not.
4. **Public Involvement:** Describe the process followed to involve the public in the proposed project and its potential environmental impacts. Identify the public meetings -- where and when -- the project was considered and discussed, and when the applicant approved the final environmental assessment.
5. **Person(s) Responsible for Preparing:** Identify the person(s) responsible for preparation of this checklist.
6. **Other Agencies:** List any state, local, or federal agencies that have over-lapping or additional jurisdiction or environmental review responsibility for the proposed action and the permits, licenses, and other authorizations required; and list any agencies or groups that were contacted or contributed information to this Environmental Assessment (EA).

(1) Authorized Representative, Title

Date
(Name of) Organization/Governmental Unit

(2) Authorized Representative

Date:

* If an authorized representative (1) completes the checklist and this form, a chief elected official (2) must also sign authorizing acceptance of the review process. Explanation or statement of how/why that representative was authorized should also be included.

Appendix B-2 Environmental Review Checklist

The applicant must include a completed Environmental Review Checklist and Environmental Review Form, if the appropriate environmental level is determined, with MHPG application materials.

NAME OF PROJECT:	
PROPOSED ACTION:	
LOCATION:	_____, Montana

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
PHYSICAL ENVIRONMENT		
Key	1	Soil Suitability, Topographic and/or Geologic Constraints (e.g., soil slump, steep slopes, subsidence, seismic activity)
		<i>Response and source of information:</i>
Key	2	Hazardous Facilities (e.g., power lines, hazardous waste sites, acceptable distance from explosive and flammable hazards including chemical/petrochemical storage tanks, underground fuel storage tanks, and related facilities such as natural gas storage facilities & propane storage tanks)
		<i>Response and source of information:</i>
Key	3	Effects of Project on Surrounding Air Quality or Any Kind of Effects of Existing Air Quality on Project (e.g., dust, odors, emissions)
		<i>Response and source of information:</i>
Key	4	Groundwater Resources & Aquifers (e.g., quantity, quality, distribution, depth to groundwater, sole source aquifers)
		<i>Response and source of information:</i>

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
Key	5	Surface Water/Water Quality, Quantity & Distribution (e.g., streams, lakes, storm runoff, irrigation systems, canals)
		<i>Response and source of information:</i>
Key	6	Floodplains & Floodplain Management (Identify any floodplains within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	7	Wetlands Protection (Identify any wetlands within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	8	Agricultural Lands, Production, & Farmland Protection (e.g., grazing, forestry, cropland, prime or unique agricultural lands) (Identify any prime or important farm ground or forest lands within one mile of the boundary of the project.)
		<i>Response and source of information:</i>
Key	9	Vegetation & Wildlife Species & Habitats, including Fish and Sage Grouse (e.g., terrestrial, avian and aquatic life and habitats)
		<i>Response and source of information:</i>

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
Key	10	Unique, Endangered, Fragile, or Limited Environmental Resources, Including Endangered Species (e.g., plants, fish, sage grouse or wildlife)
		<i>Response and source of information:</i>
Key	11	Unique Natural Features (e.g., geologic features)
		<i>Response and source of information:</i>
Key	12	Access to, and Quality of, Recreational & Wilderness Activities, Public Lands and Waterways, and Public Open Space
		<i>Response and source of information:</i>
HUMAN ENVIRONMENT		
Key	1	Visual Quality – Coherence, Diversity, Compatibility of Use and Scale, Aesthetics
		<i>Response and source of information:</i>
Key	2	Nuisances (e.g., glare, fumes)
		<i>Response and source of information:</i>

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
Key	3	Noise -- suitable separation between noise sensitive activities (such as residential areas) and major noise sources (aircraft, highways & railroads)
		<i>Response and source of information:</i>
Key	4	Historic Properties, Cultural, and Archaeological Resources
		<i>Response and source of information:</i>
Key	5	Changes in Demographic (population) Characteristics (e.g., quantity, distribution, density)
		<i>Response and source of information:</i>
Key	6	General Housing Conditions - Quality, Quantity, Affordability
		<i>Response and source of information:</i>
Key	7	Displacement or Relocation of Businesses or Residents
		<i>Response and source of information:</i>

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
Key	8	Public Health and Safety
		<i>Response and source of information:</i>
Key	9	Lead Based Paint and/or Asbestos
		<i>Response and source of information:</i>
Key	10	Local Employment & Income Patterns - Quantity and Distribution of Employment, Economic Impact
		<i>Response and source of information:</i>
Key	11	Local & State Tax Base & Revenues
		<i>Response and source of information:</i>
Key	12	Educational Facilities - Schools, Colleges, Universities
		<i>Response and source of information:</i>
Key	13	Commercial and Industrial Facilities - Production & Activity, Growth or Decline.
		<i>Response and source of information:</i>
Key	14	Health Care – Medical Services

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
		<i>Response and source of information:</i>
Key	15	Social Services – Governmental Services (e.g., demand on)
		<i>Response and source of information:</i>
Key	16	Social Structures & Mores (Standards of Social Conduct/Social Conventions)
		<i>Response and source of information:</i>
Key	17	Land Use Compatibility (e.g., growth, land use change, development activity, adjacent land uses and potential conflicts)
		<i>Response and source of information:</i>
Key	18	Energy Resources - Consumption and Conservation
		<i>Response and source of information:</i>
Key	19	Solid Waste Management
		<i>Response and source of information:</i>
Key	20	Wastewater Treatment - Sewage System
		<i>Response and source of information:</i>

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
Key	21	Storm Water – Surface Drainage
		<i>Response and source of information:</i>
Key	22	Community Water Supply
		<i>Response and source of information:</i>
Key	23	Public Safety – Police
		<i>Response and source of information:</i>
Key	24	Fire Protection – Hazards
		<i>Response and source of information:</i>
Key	25	Emergency Medical Services
		<i>Response and source of information:</i>
Key	26	Parks, Playgrounds, & Open Space
		<i>Response and source of information:</i>

Key Letter:		
N: No Impact; B: Potentially Beneficial; A: Potentially Adverse; P: Approval/Permits Required; M: Mitigation Required		
Key	27	Cultural Facilities, Cultural Uniqueness & Diversity
		<i>Response and source of information:</i>
Key	28	Transportation Networks and Traffic Flow Conflicts (e.g., rail; auto including local traffic; airport runway clear zones - avoidance of incompatible land use in airport runway clear zones)
		<i>Response and source of information:</i>
Key	29	Consistency with Local Ordinances, Resolutions, or Plans (e.g., conformance with local comprehensive plans, zoning, or capital improvement plans)
		<i>Response and source of information:</i>
Key	30	Is There a Regulatory Action on Private Property Rights as a Result of this Project? (consider options that reduce, minimize, or eliminate the regulation of private property rights.)
		<i>Response and source of information:</i>

Sample Advertisement for Public Comment and Review of Environmental Review Record

The <local government> will hold a public hearing on <date> at <time/location> for the purpose of obtaining comments regarding the environmental review record for the proposed <type> project that will < scope of work>.

At the public hearing the proposed project will be explained, including the purpose and proposed area of the project, activities, budget, possible sources of funding, any costs that may result for local citizens as a result of the project, and a decision will be made on the environmental assessment. All interested persons will be given the opportunity to ask questions and express opinions regarding the proposed project and any environmental impacts.

Comments may be given orally at the meeting or submitted in writing before <date> at <time>.

Anyone wanting to review the environmental review record and project impacts or submit questions and comments should contact <who, how>. Copies of the draft environmental record is available at <where> and will also be available at the public meeting.

<Town/County/District>

Chief Elected official

Publish media name & dates:

Note: this meeting may also be a meeting at which the public comment is obtained on the PER, submission of grant applications, or other

**Sample of a Resolution to Accept the Determination that *(level of environment finding)* is
Appropriate for the *(applicant, type of project)***

WHEREAS, the (Name of applicant) has completed an assessment to identify potential environmental impacts to the (describe purpose of project);

WHEREAS, the draft Environmental Assessment was made available for public comment and the findings were presented and reviewed at a public meeting;

WHEREAS, no substantive public comment was received, (or public comment was received and responded to);

WHEREAS, The (Name of applicant) has determined that the (type of Project) will not significantly affect the quality of the human environment and accordingly the (Name of Applicant) has determined an Environmental Impact Statement (or Environmental Assessment and EIS if project is Categorical Exclusion); is not necessary;

NOW, THEREFORE, BE IT RESOLVED by the (Council, Board, Commissioners) as follows;

That (Name of Applicant), Montana adopts the final Environmental Assessment for the (type of project).

Passes and approved on this date of (date)

Signed: _____

Name: _____

Title: _____

Date: _____

Attested: _____